
2003 - 2004 OCCUPATIONAL OUTLOOK AND TRAINING DIRECTORY

ALPINE, EL DORADO, NEVADA, PLACER AND SIERRA
COUNTIES

in cooperation with

California Cooperative Occupational Information System

sponsored by

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ACKNOWLEDGMENTS

THANK YOU EMPLOYERS!

Golden Sierra Job Training Agency is very grateful to the many employers throughout our five County Region who contributed their valuable time and information to this Labor Market Project.

THANK YOU TO THE FOLLOWING STAFF

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THANK YOU TO THE FOLLOWING SUPPORTERS

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Golden Sierra Governing Body

Golden Sierra Workforce Investment Board

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INTRODUCTION

The Labor Market Information and Vocational Training Information in this annual publication have been compiled through a cooperative effort between Golden Sierra Job Training Agency and Labor Market Information Division (LMID) of the State of California Employment Development Department (EDD), as part of the California Cooperative Occupational Information System (CCOIS). Agencies such as California Community Colleges, Council for Private Postsecondary and Vocational Education, California Department of Commerce, Department of Rehabilitation, Department of Social Services, Employment Training Panel, and the State Department of Education have a vital role in the operation of the CCOIS.

Should you have any questions regarding the information in this report or need additional labor market information, please contact Carol Viola, Labor Market Project Coordinator, Golden Sierra Job Training Agency, at (530) 265-3201.

Occupational Outlook Summaries

The information included in the Occupational Outlook summaries is based on confidential surveys with employers within the Golden Sierra area (Alpine, El Dorado, Nevada, Placer, and Sierra Counties). Occupational data from 2003 is included in this report. Occupational data for survey years 2001, 2002 and 2003 are provided on a Compact Disc. The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The occupations summarized in this publication are listed in alphabetical order on the Table of Contents page. If you are a first time user of this publication, please read the section in the appendix entitled Definitions and Terminology. Those who want a thorough understanding of the data and its strengths and limitations will also want to read the section on Program Methods.

The purpose of this report is to provide labor market information for job seekers, employers, training providers, educators and other

parties involved in making labor market decisions. The information reported in the occupational summaries can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills,

abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.

Program Planning

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve, and eliminate programs or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculums based on current employer

“The purpose of this report is to provide labor market information for job seekers, employers, training providers, educators and other parties involved in making labor market decisions.”

needs and projected trends.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers, and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Vocational Training Directory

The Vocational Training Directory is intended to be a “first reference” resource with basic information on vocational training programs available within the Golden Sierra area. It should be a valuable asset to career counselors, vocational planners, recruitment personnel, and others. Individuals who use this information are encouraged to contact the training provider to verify the accuracy of the information. This directory includes information on training programs offered through Community Colleges, Regional Occupational Programs (ROP’s), Adult Education, and Private Schools. Data was collected for this directory in Summer of 2003.

“The Vocational Training Directory is intended to be a first reference resource with basic information on vocational training programs within the Golden Sierra area.”

ADULT LITERACY, REMEDIAL ED., & GED TEACHERS/INSTRUCTORS
BIOLOGICAL TECHNICIANS
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS
COMPUTER-CONTROLLED MACHINE TOOL OPERATORS
CORRECTIONAL OFFICERS AND JAILERS
COURT REPORTERS
DISPATCHERS, EXCEPT POLICE, FIRE AND AMBULANCE
DRIVER/SALES WORKERS
ELECTRICIANS
FIRE FIGHTERS
FOOD SERVICE MANAGERS
HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS
HOME HEALTH AIDES
HOUSEKEEPING SUPERVISORS
LOAN OFFICERS
NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS
NURSING AIDES, ORDERLIES, AND ATTENDANTS
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS
ROOFERS
TEAM ASSEMBLERS

Description

Teach or instruct out-of-school youths and adults in remedial education classes, preparatory classes for the General Educational Development test, literacy, or English as a Second Language. Teaching may or may not take place in a traditional educational institution.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$18.00	\$20.00	\$19.00
New Hire, Experienced	\$18.00	\$25.00	\$21.69
Experienced, 3 Yrs w/firm	\$18.00	\$27.00	\$25.49

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$20.00	\$20.00	\$20.00
Experienced, 3 Yrs w/firm	\$23.00	\$23.40	\$23.20

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 33%
- Female - 67%

Projections

Growth Rate

Much faster than average
1.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced		x	

Primary Recruitment Methods

School or Program Referrals	67%
Newspaper Ads	50%
In-house Promotion/Transfer	50%

Where the Jobs Are

Elementary & secondary schools %n/a
 Schools & educational services %n/a

Other Information

Shifts

Day 83%
 Swing 33%
 Graveyard 0%
 Other 33%

Hours

- 16% of employers offer work on a full-time basis averaging 32 hours per week.
- 83% of employers offer work on a part-time basis averaging 11 hours per week.
- 16% of employers offer work on a temporary basis averaging 1 hour per week.

Other Related Information Sources

CA Occupational Guide # 57, 556

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	33%
No	0%	67%

Qualifications

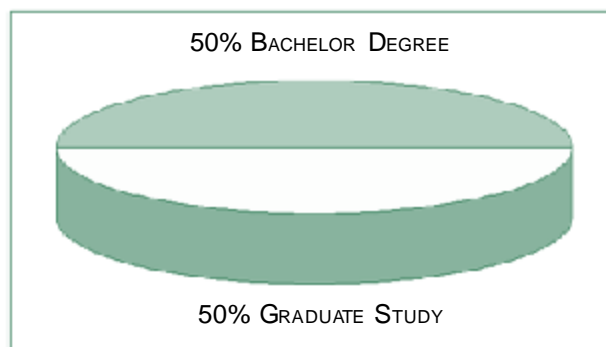
Technical: Ability to administer emergency first aid. Knowledge of the English language; rules of composition and grammar. Classroom management skills. Record keeping and problem solving skills.

Personal: Ability to work independently and under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills. Possession of a clean police record.

Legally Mandated Requirements: Teaching credential

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food and drugs.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.59	\$13.20	\$11.76
New Hire, Experienced	\$13.42	\$25.00	\$14.38
Experienced, 3 Yrs w/firm	\$14.38	\$25.00	\$17.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	50%	0%	0%
Dental Insurance	50%	17%	0%	33%
Vision Insurance	33%	0%	0%	67%
Life Insurance	50%	17%	0%	33%
Sick Leave	83%	0%	0%	17%
Vacation	100%	0%	0%	0%
Retirement Plan	50%	33%	0%	17%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 50%
- Female - 50%

Projections

Growth Rate

Average
1.09% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	57%
Employee Referrals	57%
Private Employment Agencies	29%
School, Program Referrals	29%
Internet	29%
Colleges or Universities	29%

Where the Jobs Are

Federal government	35.6%
Research & testing services	24.4%
Other	40.0%

Other Information

Shifts

Day	100%
Swing	14%
Graveyard	0%
Other	0%

Hours

- 85% of employers offer work on a full-time basis averaging 40 hours per week.
- 28% of employers offer work on a part-time basis averaging 18 hours per week.
- 14% of employers offer work on a seasonal basis averaging 20 hours per week.

Other Related Information Sources

CA Occupational Guide # 201

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	43%
No	0%	57%

Qualifications

Technical: Ability to operate precision measuring instruments and microscopes. Ability to analyze data to solve problems and to perform advanced mathematical computations. Knowledge of food science, biological sciences, microbiology and chemistry. Record keeping skills. Possession of a valid Driver's License.

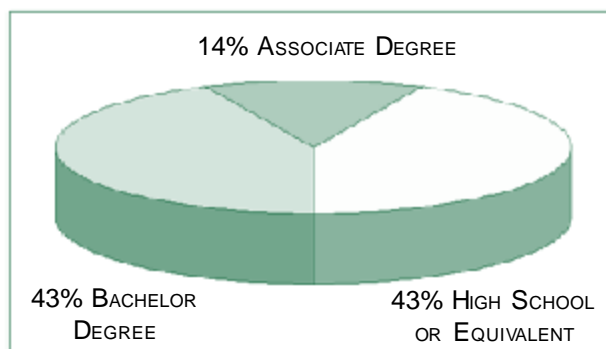
Physical: Manual dexterity.

Personal: Ability to work independently. Willingness to work with close supervision and irregular hours.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.50	\$10.58	\$8.00
New Hire, Experienced	\$8.00	\$16.00	\$10.58
Experienced, 3 Yrs w/firm	\$9.00	\$20.00	\$13.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	54%	46%	0%	0%
Dental Insurance	31%	15%	0%	54%
Vision Insurance	54%	15%	0%	31%
Life Insurance	46%	15%	0%	38%
Sick Leave	85%	8%	0%	8%
Vacation	92%	8%	0%	0%
Retirement Plan	23%	54%	0%	23%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1366 workers

Gender

- Male - 7%
- Female - 93%

Projections

Growth Rate

Slower than average
0.65% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	67%
Private Employment Agencies	47%
In-house Promotion or Transfer	33%

Where the Jobs Are

Accounting, auditing & bookkeeping	8.1%
Elementary and secondary schools	5.7%
Grocery stores	3.7%
Local government	3.5%
Other	79.0%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 86% of employers offer work on a full-time basis averaging 40 hours per week.
- 53% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 10 hours per week.

Wages

- 13% of employers offer a bonus or 401K of \$0.38 to \$1.08 per hour.

Other Related Information Sources

CA Occupational Guide # 26

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	83%	31%
No	17%	69%

Qualifications

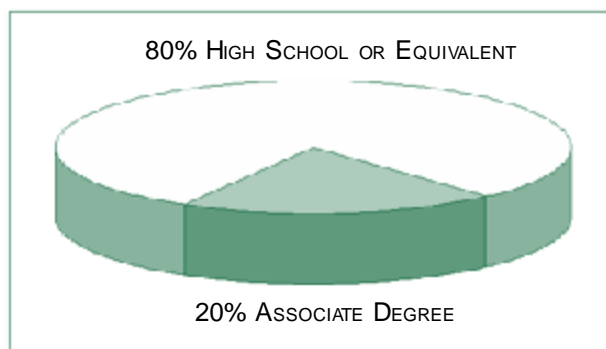
Technical: Ability to conduct an audit and write effectively. Ability to use spreadsheet, word processing, database software and be able to operate a 10-key adding machine by touch. Bookkeeping, accounting, telephone, and payroll processing skills. Bondable.

Personal: Ability to work independently. Ability to pay attention to detail and to perform routine, repetitive work. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.05	\$8.00
New Hire, Experienced	\$9.00	\$17.00	\$12.00
Experienced, 3 Yrs w/firm	\$10.50	\$25.00	\$16.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	40%	0%	7%
Dental Insurance	27%	13%	7%	53%
Vision Insurance	20%	7%	0%	73%
Life Insurance	27%	7%	0%	67%
Sick Leave	40%	0%	0%	60%
Vacation	93%	0%	0%	7%
Retirement Plan	13%	20%	7%	60%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 52%
- Female - 48%

Projections

Growth Rate

Faster than average
1.26% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	67%
Employee Referrals	67%
In-house Promotion/Transfer	33%
Walk-in Applicants	33%

Where the Jobs Are

Metal working machinery	41.4%
Industrial machinery	17.2%
Special industry machinery	13.8%
Misc. fabricated metal products	8.0%
Other	19.6%

Other Information

Shifts

Day	100%
Swing	20%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 20% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 20 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 6% of employers offer a bonus ranging from \$0.15 to \$0.33 per hour.

Other Related Information Sources

CA Occupational Guide # 9, 548

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	82%	46%
No	18%	54%

Qualifications

Technical: Ability to read blueprints, working drawings, and to use and read a tape measure. Ability to operate precision measuring instruments and computer numerically controlled machines, to set up machines and to follow safe equipment operating practices. Knowledge of algebra. Shop math skills. Understanding of military and NASA specifications.

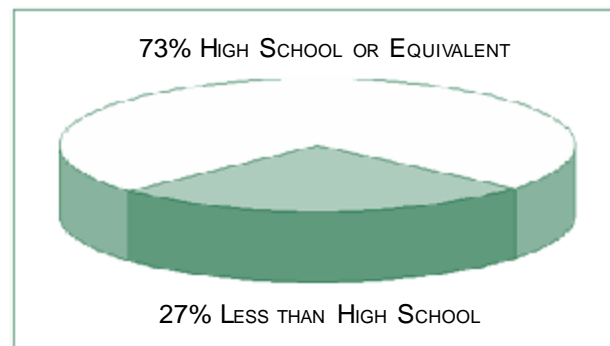
Physical: Good eye-hand coordination. Manual dexterity.

Personal: Ability to work independently. Ability to provide own hand tools and to secure a military security clearance. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



CORRECTIONAL OFFICERS AND JAILERS

SOC CODE 333012

SURVEYED SUMMER 2003

Description

Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other points. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions.

Wages

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.39	\$17.74	\$15.09
New Hire, Experienced	\$9.77	\$17.74	\$16.40
Experienced, 3 Yrs w/firm	\$11.31	\$21.56	\$17.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	60%	0%	0%
Dental Insurance	40%	60%	0%	0%
Vision Insurance	60%	40%	0%	0%
Life Insurance	80%	0%	0%	20%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	60%	40%	0%	0%
Child Care	0%	0%	20%	80%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 62%
- Female - 38%

Projections

Growth Rate

Slower than average
0.53% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	100%
Internet	80%
In-house Promotion or Transfer	40%

CORRECTIONAL OFFICERS AND JAILERS

5 FIRMS RESPONDED

Where the Jobs Are

Local government 50.6%
State government 49.4%

Other Information

Shifts

Day 100%
Swing 80%
Graveyard 100%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 20% of employers offer work on a part-time basis averaging 36 hours per week.
- 40% of employers offer work on a temporary basis averaging 30 hours per week.

Other Related Information Sources

CA Occupational Guide # 75, 192, 220, 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	20%	100%
No	80%	0%

Qualifications

Technical: Ability to administer emergency first aid, to plan and organize the work of others and to write effectively. Supervisory skills. Possession of a Firearms Qualifications Card.

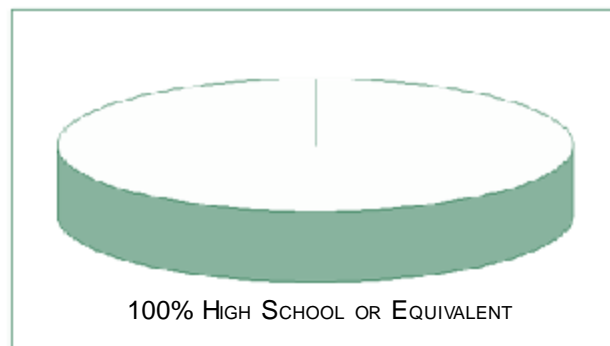
Physical: Ability to pass a pre-employment medical examination and to pass a physical performance test.

Personal: Ability to work independently. Ability to work under pressure and to handle crisis situations. Willingness to work with close supervision. Understanding of a variety of cultures.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Includes stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.99	\$22.47	\$16.57
New Hire, Experienced	\$19.18	\$28.77	\$21.08
Experienced, 3 Yrs w/firm	\$19.18	\$38.36	\$23.34

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	25%	25%	0%	50%
Dental Insurance	50%	0%	0%	50%
Vision Insurance	50%	0%	0%	50%
Life Insurance	50%	0%	0%	50%
Sick Leave	50%	0%	0%	50%
Vacation	50%	0%	0%	50%
Retirement Plan	25%	0%	0%	75%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 8%
- Female - 92%

Projections

Growth Rate

Faster than average
1.46% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	-	-	-
Inexperienced			x

Primary Recruitment Methods

School or Program Referrals	50%
Newspaper Ads	50%
Word of Mouth	50%

Where the Jobs Are

Secretarial & court reporting services ..	41.0%
Courts	25.0%
Executive & legislative offices	25.0%
Other	9.0%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	25%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 50% of employers offer work on a part-time basis averaging 25 hours per week.
- 25% of employers offer work on a temporary basis averaging 14 hours per week.

Other Related Information Sources

CA Occupational Guide # 25, 162

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	100%
No	100%	0%

Qualifications

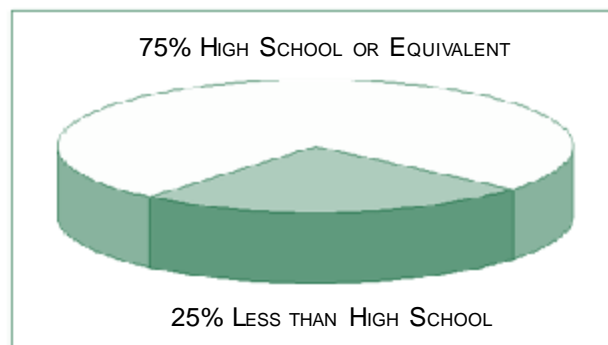
Technical: Ability to operate a transcribing machine, to use word processing software, to take dictation at 100 wpm or more and to type at least 60 wpm. Ability to write effectively. Alphabetic and numeric filing skills, telephone answering and proofreading skills. English grammar, spelling, and punctuation skills.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: Certified Shorthand Reporters License

Education

Surveyed employers reported the following educational levels required for recent hires:



DISPATCHERS, EXCEPT POLICE, FIRE, AND AMBULANCE

SOC CODE 435032

SURVEYED SUMMER 2003

Description

Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$12.00	\$8.50
New Hire, Experienced	\$7.00	\$13.81	\$10.00
Experienced, 3 Yrs w/firm	\$8.50	\$20.92	\$13.55

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	40%	0%	7%
Dental Insurance	27%	33%	7%	33%
Vision Insurance	27%	7%	13%	53%
Life Insurance	20%	7%	20%	53%
Sick Leave	47%	0%	0%	53%
Vacation	87%	0%	0%	13%
Retirement Plan	13%	40%	20%	27%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 53%
- Female - 47%

Projections

Growth Rate

Faster than average
1.28% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	73%
Newspaper Ads	53%
In-house Promotion or Transfer	53%

DISPATCHERS, EXCEPT POLICE, FIRE, AND AMBULANCE

15 FIRMS RESPONDED

Where the Jobs Are

New and used car dealers	22.0%
Trucking & courier services	10.7%
Railroads	8.8%
Local & suburban transportation	7.8%
Local government	7.3%
Other	43.4%

Other Information

Shifts

Day	100%
Swing	20%
Graveyard.....	13%
Other	7%

Hours

- 100% of employers offer work on a full-time basis averaging 43 hours per week.
- 33% of employers offer work on a part-time basis averaging 16 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	45%	33%
No	55%	67%

Qualifications

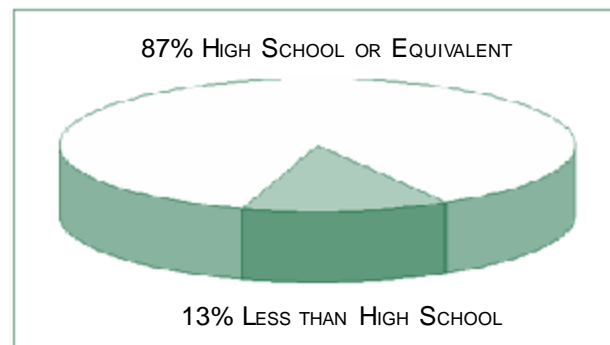
Technical: Ability to write effectively and to type at least 30 wpm. Knowledge of local streets. Record keeping, map reading, telephone answering, alphabetic and numeric filing skills.

Personal: Ability to work independently. Ability to handle crisis situations and to work under pressure. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Drive truck or other vehicle over established routes or within an established territory and sell goods, such as food products, including restaurant take-out items, or pick up and deliver items, such as laundry. May also take orders and collect payment. Includes newspaper delivery drivers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$8.50	\$6.75
New Hire, Experienced	\$6.75	\$19.18	\$7.25
Experienced, 3 Yrs w/firm	\$7.25	\$15.00	\$8.75

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	10%	70%	0%	20%
Dental Insurance	0%	30%	0%	70%
Vision Insurance	10%	20%	0%	70%
Life Insurance	0%	30%	0%	70%
Sick Leave	30%	10%	0%	60%
Vacation	60%	10%	0%	30%
Retirement Plan	0%	30%	0%	70%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 316 - 630 workers

Gender

- Male - 77%
- Female - 23%

Projections

Growth Rate

Slower than average
0.73% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	59%
Employee Referrals	53%
Walk-in Applicant	29%

Where the Jobs Are

Eating and drinking places	36.0%
Grocery & related products	8.7%
Laundry, cleaning & garment service	8.0%
Motor vehicles, parts & supplies	7.7%
Lumber & construction materials	5.1%
Other	34.5%

Other Information

Shifts

Day	94%
Swing	6%
Graveyard.....	12%
Other	18%

Hours

- 59% of employers offer work on a full-time basis averaging 39 hours per week.
- 76% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 25 hours per week.

Other Related Information Sources

CA Occupational Guide # 255, 563

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	14%	40%
No	86%	60%

Qualifications

Technical: Ability to read invoices. Knowledge of local streets. Business math, record keeping, cash handling and map reading skills. Automotive maintenance and minor repair skills. Understanding of inventory techniques. Bondable.

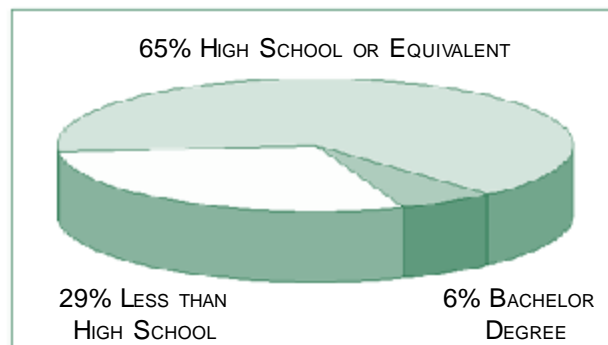
Physical: Ability to lift at least 50 lbs. repeatedly and to pass a pre-employment medical examination.

Personal: Ability to work independently. Good grooming and customer service skills. Possession of a good DMV driving record.

Legally Mandated Requirements: California Class A and B Driver's License

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.00	\$32.91	\$10.50
New Hire, Experienced	\$8.00	\$41.14	\$17.51
Experienced, 3 Yrs w/firm	\$11.00	\$41.15	\$22.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	63%	19%	19%	0%
Dental Insurance	13%	6%	31%	50%
Vision Insurance	13%	6%	19%	63%
Life Insurance	25%	0%	19%	56%
Sick Leave	13%	0%	6%	81%
Vacation	50%	0%	13%	38%
Retirement Plan	25%	25%	13%	38%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 631 to 1366 workers

Gender

- Male - 98%
- Female - 2%

Projections

Growth Rate

Average
1.02% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	75%
Newspaper Ads	56%
Walk-in Applicants	25%

Where the Jobs Are

Electrical work 84.9%
Other 15.1%

Other Information

Shifts

Day 100%
Swing 13%
Graveyard 13%
Other 13%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 19% of employers offer work on a part-time basis averaging 23 hours per week.

Wages

- 6% of employers offer a bonus of \$0.14 per hour.

Other Related Information Sources

CA Occupational Guide # 121

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	37%
No	0%	63%

Qualifications

Technical: Ability to install electrical equipment and to read blueprints. Soldering, cost estimating, and shop math skills.

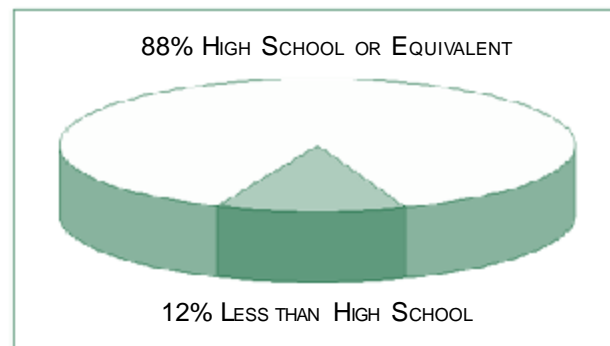
Physical: Ability to climb ladders, to crawl under buildings, to lift at least 50 lbs. repeatedly, and to stand continuously for 2 or more hours. Possession of good color perception.

Personal: Ability to work independently and to provide own hand tools. Willingness to work with close supervision. Possession of a mechanical aptitude.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster management.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.60	\$12.88	\$12.00
New Hire, Experienced	\$7.53	\$15.00	\$12.00
Experienced, 3 Yrs w/firm	\$8.90	\$17.50	\$14.65

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$7.03	\$18.08	\$13.83
Experienced, 3 Yrs w/firm	\$7.99	\$21.10	\$15.85

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	57%	43%	0%	0%
Dental Insurance	57%	43%	0%	0%
Vision Insurance	50%	43%	0%	7%
Life Insurance	50%	0%	0%	50%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	64%	29%	0%	7%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 86%
- Female - 14%

Projections

Growth Rate

Faster than average
1.31% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

In-house Promotion or Transfer	60%
Newspaper Ads	47%
Other	33%

Where the Jobs Are

Local government	90%
State government	10%

Other Information

Shifts

Day	47%
Swing	7%
Graveyard	7%
Other*	80%

*Includes 24 hour shifts, 48 hours on/96 hours off.

Hours

- 93% of employers offer work on a full-time basis averaging 53 hours per week.
- 46% of employers offer work on a part-time basis averaging 19 hours per week.
- 20% of employers offer work on a temporary basis averaging 16 hours per week.
- 40% of employers offer work on a seasonal basis averaging 54 hours per week.

Wages

- 13% of employers offer overtime ranging from \$0.96 to \$15.10 per hour.

Other Related Information Sources

CA Occupational Guide # 241,

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	50%
No	8%	50%

Qualifications

Technical: Ability to administer emergency first aid, take vital signs, to apply principles of hazardous and toxic waste disposal and to write effectively. Knowledge of medical terminology and local streets. Possession of a valid Class A driver's license.

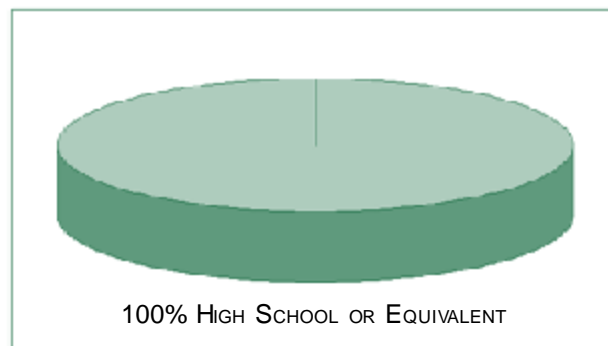
Physical: Ability to pass a physical performance test, a pre-employment medical examination and to climb high places. Possession of agility and coordination, good hearing and good vision.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a clean police record.

Legally Mandated Requirements: Emergency Medical Technician Certificate.

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Food Service Managers plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.90	\$15.34	\$10.79
New Hire, Experienced	\$9.21	\$15.34	\$12.00
Experienced, 3 Yrs w/firm	\$11.22	\$24.03	\$15.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	40%	7%	27%
Dental Insurance	20%	33%	7%	40%
Vision Insurance	13%	20%	0%	67%
Life Insurance	7%	20%	0%	73%
Sick Leave	40%	0%	0%	60%
Vacation	73%	0%	0%	27%
Retirement Plan	0%	33%	13%	54%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 53%
- Female - 47%

Projections

Growth Rate

Slower than average
0.76% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

In-house Promotion or Transfer	13%
Newspaper Ads	9%
Employee Referrals	8%

FOOD SERVICE MANAGERS

15 FIRMS RESPONDED

Where the Jobs Are

Eating & drinking places	56.0%
Hotels & motels	17.4%
Elementary & secondary schools	11.3%
Other	15.3%

Other Information

Shifts

Day	87%
Swing	80%
Graveyard	7%
Other	7%

Hours

- 100% of employers offer work on a full-time basis averaging 45 hours per week.
- 20% of employers offer work on a part-time basis averaging 26 hours per week.

Wages

- 13% of employers offer tips ranging from \$1.34 to \$1.43 per hour.

Other Related Information Sources

CA Occupational Guide # 59, 503

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	33%
No	0%	67%

Qualifications

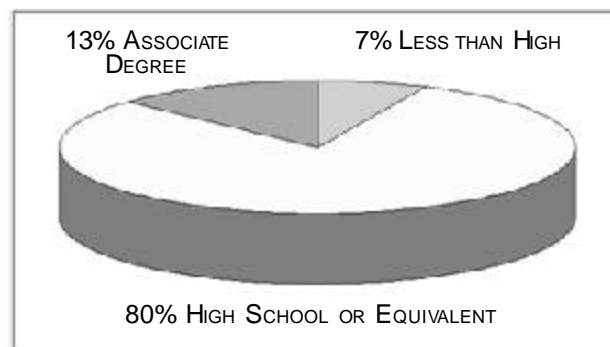
Technical: Ability to manage an activity or department, hire and assign personnel, and to plan and organize the work of others. Ability to write effectively, maintain financial records and to follow purchasing procedures. Understanding of inventory techniques. Record keeping, business math and problem solving skills. Catering and food preparation skills.

Personal: Ability to work independently and under pressure. Willingness to work with close supervision. Public contact and customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



HAIRDRESSERS, HAIRSTYLISTS AND COSMETOLOGISTS

SOC CODE 395012

SURVEYED SUMMER 2003

Description

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$9.00	\$7.00
New Hire, Experienced	\$6.75	\$13.51	\$9.00
Experienced, 3 Yrs w/firm	\$7.00	\$20.51	\$12.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	0%	21%	7%	71%
Dental Insurance	0%	7%	14%	79%
Vision Insurance	0%	0%	14%	86%
Life Insurance	0%	7%	7%	86%
Sick Leave	14%	0%	0%	86%
Vacation	29%	0%	0%	71%
Retirement Plan	0%	14%	7%	79%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 3%
- Female - 97%

Projections

Growth Rate

Much faster than average
1.54% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Walk-in Applicants	100%
Employee Referrals	88%
Newspaper Ads	88%

HAIRDRESSERS, HAIRSTYLISTS AND COSMETOLOGISTS

16 FIRMS RESPONDED

Where the Jobs Are

Beauty shops 88.8%
Other 11.2%

Other Information

Shifts

Day 100%
Swing 6%
Graveyard 0%
Other (Evenings) 19%

Hours

- 88% of employers offer work on a full-time basis averaging 33 hours per week.
- 81% of employers offer work on a part-time basis averaging 23 hours per week.
- 6% of employers offer work on a temporary basis averaging 12 hours per week.

Wages

- 25% of employers offer commissions ranging from \$5.00 to \$34.52 per hour.

Other Related Information Sources

CA Occupational Guide # 58, 78

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	57%	20%
No	43%	80%

Qualifications

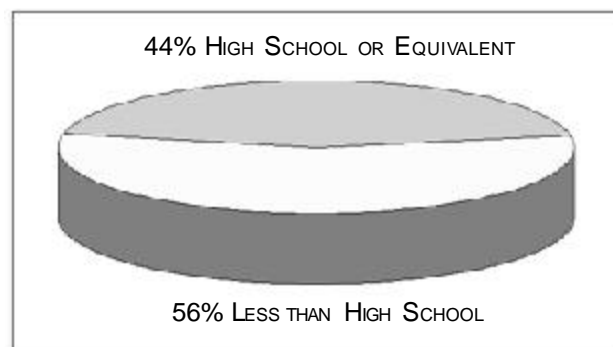
Physical: Ability to stand continuously for 2 or more hours. Good vision and eye-hand coordination. Manual dexterity. Possession of good color perception.

Personal: Ability to work independently and under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements:
Cosmetology License

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.75	\$12.39	\$9.00
New Hire, Experienced	\$8.00	\$13.00	\$10.00
Experienced, 3 Yrs w/firm	\$8.50	\$15.06	\$11.77

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	46%	0%	15%
Dental Insurance	38%	46%	0%	15%
Vision Insurance	31%	46%	0%	23%
Life Insurance	31%	15%	8%	46%
Sick Leave	62%	8%	0%	31%
Vacation	85%	8%	0%	8%
Retirement Plan	15%	38%	0%	46%
Child Care	0%	0%	8%	92%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 7%
- Female - 93%

Projections

Growth Rate

Faster than average
1.12% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	87%
Employee Referrals	60%
Walk-in Applicants	40%

Where the Jobs Are

Home health care services	28.8%
Hospitals	17.5%
Residential care	16.3%
Offices of physicians	12.7%
Other	24.7%

Other Information

Shifts

Day	93%
Swing	40%
Graveyard	27%
Other	20%

Hours

- 86% of employers offer work on a full-time basis averaging 39 hours per week.
- 73% of employers offer work on a part-time basis averaging 23 hours per week.
- 20% of employers offer work on a temporary basis averaging 16 hours per week.

Wages

- 6% of employers offer a bonus of \$0.43 per hour.

Other Related Information Sources

CA Occupational Guide # 442, 461

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	43%	45%
No	57%	55%

Qualifications

Technical: Ability to apply transferring techniques moving patients and to prepare meals. Ability to write effectively.

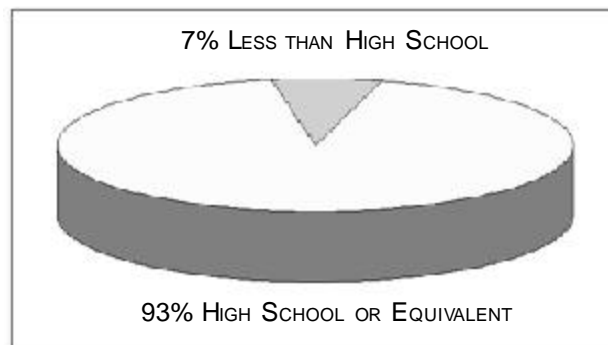
Physical: Ability to pass a pre-employment certification.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of a reliable vehicle.

Legally Mandated Requirements: Home Health Aide Certification, Nursing Assistant Certification, CPR Certification, CA Driver's License

Education

Surveyed employers reported the following educational levels required for recent hires:



HOUSEKEEPING SUPERVISORS

SOC CODE 371011019

SURVEYED SUMMER 2003

Description

Supervise work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, educational institutions, and similar establishments. Assign duties, inspect work, and investigate complaints regarding housekeeping service and equipment and take corrective action. May purchase housekeeping supplies and equipment, take periodic inventories, screen applicants, train new employees, and recommend dismissals.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$12.00	\$8.00
New Hire, Experienced	\$7.75	\$15.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.75	\$15.20	\$10.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	21%	50%	14%	14%
Dental Insurance	29%	29%	21%	21%
Vision Insurance	14%	29%	0%	57%
Life Insurance	29%	7%	7%	57%
Sick Leave	43%	0%	0%	57%
Vacation	100%	0%	0%	0%
Retirement Plan	0%	21%	0%	79%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 25%
- Female - 75%

Projections

Growth Rate

Average
0.94% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

In-house Promotion or Transfer	67%
Newspaper Ads	60%
Employee Referrals	33%
Walk-in Applicants	33%

HOUSEKEEPING SUPERVISORS

15 FIRMS RESPONDED

Where the Jobs Are

Hotels & motels	74.6%
Nursing & personal care facilities	6.8%
Other	18.6%

Other Information

Shifts

Day	100%
Swing	7%
Graveyard	7%

Hours

- 93% of employers offer work on a full-time basis averaging 40 hours per week.
- 6% of employers offer work on a seasonal basis averaging 5 hours per week.

Wages

- 6% of employers offer a bonus of \$0.01 per hour.

Other Related Information Sources

CA Occupational Guide # 551

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	46%	37%
No	54%	63%

Qualifications

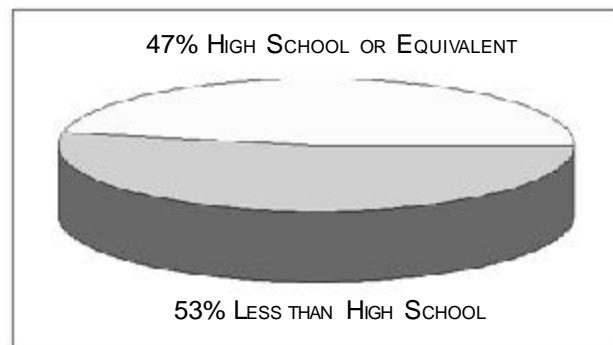
Technical: Ability to plan and organize the work of others and to hire and assign personnel. Ability to follow purchasing procedures and to write effectively. Understanding of inventory techniques. Supervisory and record keeping skills. Bondable.

Personal: Ability to work independently and to pay attention to detail. Willingness to work with close supervision. Understanding of a variety of cultures. Customer service skills. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payments. Includes mortgage loan officers and agents, collection analysts, loan servicing officers, and loan underwriters.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$20.46	\$10.00
New Hire, Experienced	\$10.00	\$35.96	\$15.14
Experienced, 3 Yrs w/firm	\$12.00	\$65.75	\$19.37

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	53%	0%	0%
Dental Insurance	41%	47%	0%	12%
Vision Insurance	35%	47%	6%	12%
Life Insurance	59%	18%	12%	12%
Sick Leave	82%	6%	0%	12%
Vacation	82%	6%	0%	12%
Retirement Plan	29%	59%	12%	0%
Child Care	6%	18%	6%	71%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 34%
- Female - 66%

Projections

Growth Rate

Average
1.09% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	94%
Newspaper Ads	76%
In-house Promotion or Transfer	76%

Where the Jobs Are

Mortgage bankers & brokers	44.0%
Commercial banks	35.2%
Other	20.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	6%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 18% of employers offer work on a part-time basis averaging 26 hours per week.

Wages

- 47% of employers offer a bonus, commission or incentives of \$0.86 to \$43.08 per hour.

Other Related Information Sources

CA Occupational Guide # 526

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	71%	46%
No	29%	54%

Qualifications

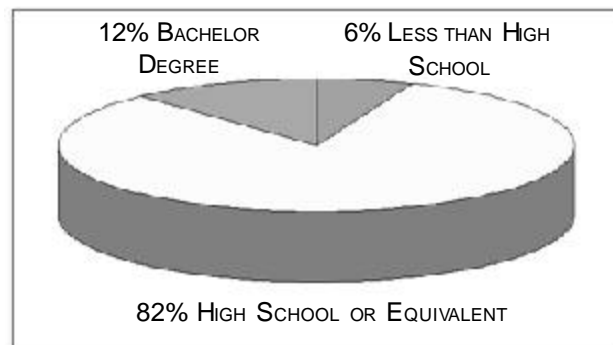
Technical: Ability to write effectively and to interview others for information. Ability to apply sales techniques and handle credit and collections. Knowledge of government loan procedures. Business math skills. Understanding of conventional loans and of regulations affecting financial institutions.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact and customer service skills.

Legally Mandated Requirements: California Real Estate License

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Install, configure and support an organization's local and wide area network and Internet system or a segment of a network system. Maintain and monitor network hardware and software to ensure network availability to all system users and perform necessary maintenance to support network availability. May supervise other network support and client server specialists and plan, coordinate, and implement network security measures.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$13.00	\$34.52	\$23.97
Experienced, 3 Yrs w/firm	\$15.00	\$38.36	\$28.77

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$20.71	\$27.31	\$22.15
Experienced, 3 Yrs w/firm	\$23.26	\$32.00	\$31.61

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	43%	50%	0%	7%
Dental Insurance	43%	43%	0%	14%
Vision Insurance	43%	43%	0%	14%
Life Insurance	43%	14%	0%	43%
Sick Leave	79%	14%	0%	7%
Vacation	86%	14%	0%	0%
Retirement Plan	21%	43%	0%	36%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 79%
- Female - 21%

Projections

Growth Rate

Much faster than average
2.73% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	67%
Internet	67%
In-house Promotion or Transfer	40%
Employee Referrals	40%

Where the Jobs Are

State government	8.5%
Management & public relations	7.3%
Computer & data processing services	6.2%
Federal government	6.2%
Local government	5.1%
Other	66.7%

Other Information

Shifts

Day	100%
Swing	13%
Graveyard.....	13%
Other	7%

Hours

- 93% of employers offer work on a full-time basis averaging 40 hours per week.
- 6% of employers offer work on a part-time basis averaging 34 hours per week.

Wages

- 13% of employers offer a bonus ranging from \$0.34 to \$3.31 per hour.

Other Related Information Sources

CA Occupational Guide # 3, 81, 152, 299, 488, 541

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	27%
No	0%	73%

Qualifications

Technical: Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Ability to communicate to co-workers. Knowledge of local and wide area circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. Knowledge of business and management principles. Skill in writing computer programs and generating and adapting equipment and technology to serve user needs. Able to install equipment, machines, wiring, or programs to meet specifications.

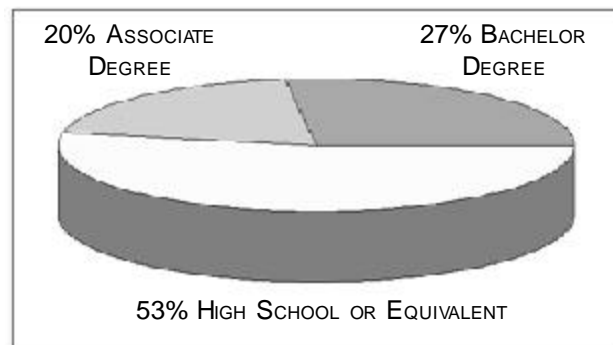
Physical: Ability to see details at close range.

Personal: Ability to work independently. Ability to work under pressure.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



NURSING AIDES AND ATTENDANTS

SOC CODE 311012

SURVEYED SUMMER 2003

Description

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.00	\$8.00
New Hire, Experienced	\$8.00	\$11.83	\$9.73
Experienced, 3 Yrs w/firm	\$8.50	\$13.04	\$11.24

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$11.57	\$10.22
New Hire, Experienced	\$10.50	\$13.41	\$12.09
Experienced, 3 Yrs w/firm	\$11.03	\$13.41	\$11.69

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	81%	0%	0%
Dental Insurance	25%	56%	13%	6%
Vision Insurance	19%	50%	6%	25%
Life Insurance	44%	25%	0%	31%
Sick Leave	56%	25%	6%	13%
Vacation	63%	31%	6%	0%
Retirement Plan	6%	44%	25%	25%
Child Care	0%	6%	6%	88%

Size of Occupation

Range

- Large - 631 to 1366 workers

Gender

- Male - 14%
- Female - 86%

Projections

Growth Rate

Slower than average
0.86% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	69%
Walk-in Applicants	63%
Employee Referrals	50%

NURSING AIDES AND ATTENDANTS

16 FIRMS RESPONDED

Where the Jobs Are

Nursing & personal care facility	57.1%
Hospitals	17.9%
Residential Care	7.9%
Other	17.1%

Other Information

Shifts

Day	94%
Swing	81%
Graveyard	88%
Other	6%

Hours

- 100% of employers offer work on a full-time basis averaging 39 hours per week.
- 56% of employers offer work on a part-time basis averaging 27 hours per week.
- 75% of employers offer work on a temporary basis averaging 17 hours per week.

Wages

- 13% of employers offer a bonus or shift differential ranging from \$0.48 to \$2.21 per hour.

Other Related Information Sources

CA Occupational Guide # 29, 95, 313, 442, 461

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	55%	55%
No	45%	45%

Qualifications

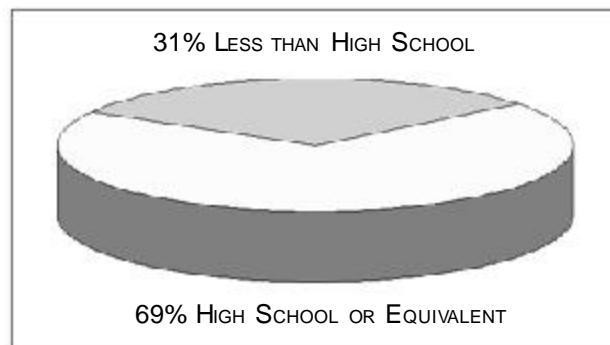
Technical: Ability to perform CPR, administer emergency first aid, apply dressings and compresses, apply transfer techniques moving patients and provide personal services to patients. Knowledge of surgical preparation procedures and orthopedic care. Post surgical care skills and record keeping skills.

Personal: Ability to work independently and to handle crisis situations. Willingness to work with close supervision.

Legally Mandated Requirements: Nursing Assistant Certification

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.86	\$27.40	\$22.13
New Hire, Experienced	\$13.33	\$27.40	\$19.57
Experienced, 3 Yrs w/firm	\$15.43	\$36.39	\$22.39

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	50%	0%	0%
Dental Insurance	50%	50%	0%	0%
Vision Insurance	67%	33%	0%	0%
Life Insurance	67%	17%	0%	17%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	50%	33%	0%	17%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 316 workers

Gender

- Male - 54%
- Female - 46%

Projections

Growth Rate

Slower than average
0.47% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	67%
In-house Promotion or Transfer	50%
Internet	50%

Where the Jobs Are

Local government	%na
State government	%na
Federal government	%na

Other Information

Shifts

Day	83%
Swing	17%
Graveyard	17%
Other	33%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 16% of employers offer work on a part-time basis averaging 32 hours per week.
- 16% of employers offer work on a temporary basis averaging 40 hours per week.

Other Related Information Sources

CA Occupational Guide # 122, 192, 220, 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	0%
No	33%	100%

Qualifications

Technical: Ability to communicate effectively both in writing and verbally, organize workload and set priorities, and interview, counsel and guide probationers. Assess clients' needs and develop treatment plans designed to achieve rehabilitation. Knowledge of applied psychology and federal, state and local laws.

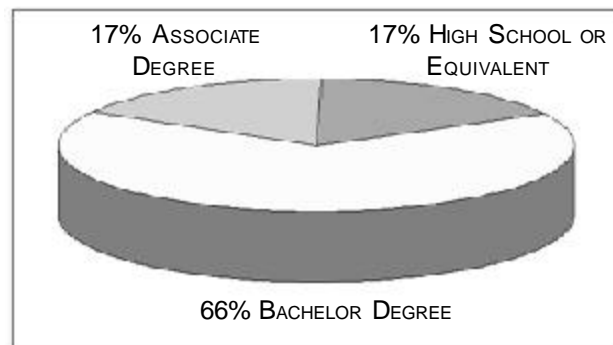
Physical: Maintain good physical, emotional and mental condition to satisfactorily perform the functions of the position.

Personal: Ability to work independently and perform duties under pressure and with many interruptions. Willingness to work with close supervision. Understanding of a variety of cultures. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.00	\$10.00
New Hire, Experienced	\$10.00	\$22.86	\$15.00
Experienced, 3 Yrs w/firm	\$20.00	\$24.00	\$20.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	20%	20%	7%	53%
Dental Insurance	0%	13%	13%	73%
Vision Insurance	0%	13%	7%	80%
Life Insurance	0%	7%	0%	93%
Sick Leave	13%	0%	0%	87%
Vacation	20%	0%	0%	80%
Retirement Plan	7%	13%	0%	80%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 316 to 630 workers

Gender

- Male - 98%
- Female - 2%

Projections

Growth Rate

Average
0.94% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	80%
Newspaper Ads	47%
Walk-in Applicants	47%

Where the Jobs Are

Roofing, siding & sheet metal work 98.6%
Other 1.4%

Other Information

Shifts

Day 100%
Swing 0%
Graveyard 0%

Hours

- 93% of employers offer work on a full-time basis averaging 38 hours per week.
- 13% of employers offer work on a part-time basis averaging 23 hours per week.
- 13% of employers offer work on a seasonal basis averaging 45 hours per week.

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	66%	25%
No	34%	75%

Qualifications

Technical: Ability to install and repair shingles, shakes and roofing tiles and apply composition roofing materials, asphalt felts and coatings using safe work practices. Knowledge of tar and asphalt mixtures. Basic construction, shop math, roofing and carpentry skills. Understanding of building codes. Possession of valid Driver's License.

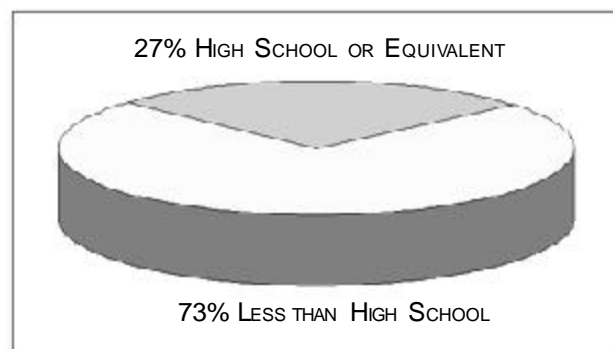
Physical: Ability to tolerate dust, unpleasant odors, lift at least 100 lbs. repeatedly, and climb to high places.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Work as part of a team having responsibility for assembling an entire product or component of a product. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis. May participate in making management decisions affecting the work. Team leaders who work as part of the team should be included.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$9.00	\$8.00
New Hire, Experienced	\$8.00	\$12.00	\$9.50
Experienced, 3 Yrs w/firm	\$9.00	\$16.00	\$12.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	50%	0%	10%
Dental Insurance	30%	30%	0%	40%
Vision Insurance	20%	20%	10%	50%
Life Insurance	30%	10%	20%	40%
Sick Leave	60%	0%	0%	40%
Vacation	80%	10%	0%	10%
Retirement Plan	30%	20%	10%	40%
Child Care	0%	0%	10%	90%

Size of Occupation

Range

- Large - 631 to 1366 workers

Gender

- Male - 85%
- Female - 15%

Projections

Growth Rate

Slower than average
0.83% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	70%
Employee Referrals	60%
Walk-in Applicants	40%
Private Employment Agencies	40%

Where the Jobs Are

Hardware, plumbing & heating	9.1%
Measuring & controlling devices	7.2%
Millwork, plywood & structural	6.6%
Motor vehicles & equipment	6.3%
Other	70.8%

Other Information

Shifts

Day	100%
Swing	10%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 40% of employers offer work on a part-time basis averaging 27 hours per week.
- 10% of employers offer work on a part-time basis averaging 40 hours per week.

Wages

- 20% of employers offer a bonus or piece rate ranging from \$0.36 to \$2.30 per hour.

Other Related Information Sources

CA Occupational Guide # 47, 495

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	50%	67%
No	50%	33%

Qualifications

Technical: Ability to read working drawings and blueprints, do arithmetic using fractions and decimals, use and read a tape measure, and hand tools. Ability to perform assembly work and operate power hand tools. Soldering skills.

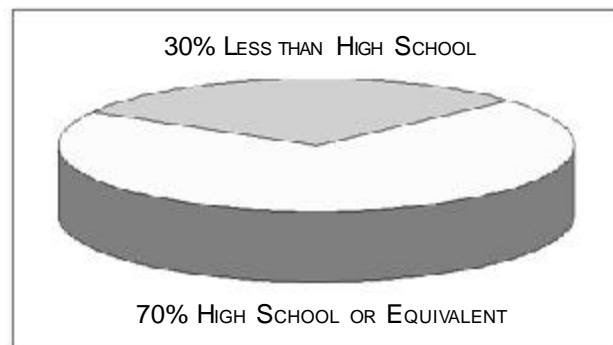
Physical: Ability to stand continuously for 2 or more hours and to lift at least 50 lbs. repeatedly. Manual dexterity, good eye-hand coordination and possession of good color perception.

Personal: Ability to perform routine, repetitive work and to work independently. Willingness to work with close supervision. Possession of mechanical aptitude.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



ACCOUNTANTS AND AUDITORS
BAKERS – BREAD AND PASTRY
BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS
CONSTRUCTION MANAGERS
COOKS – SHORT ORDER
DIETICIANS AND NUTRITIONISTS
DRUG AND ALCOHOL COUNSELORS
EMERGENCY MEDICAL TECHNICIANS I AND PARAMEDIC
GUARDS AND WATCH GUARDS
LODGING MANAGERS
MASSAGE THERAPISTS
OCCUPATIONAL THERAPISTS
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS
RADIOLOGIC TECHNOLOGISTS
RESIDENTIAL COUNSELORS
SECRETARIES, EXCEPT LEGAL AND MEDICAL
SHEET METAL WORKERS
TELECOMMUNICATIONS TECHNICIANS
TRUCK DRIVERS – HEAVY OR TRACTOR TRAILER
WELDERS AND CUTTERS

ACCOUNTANTS AND AUDITORS

OES CODE 211140

SURVEYED SUMMER 2002

Description

Accountants and Auditors examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.00	\$29.88	\$18.02
Experienced, 3 Yrs w/firm	\$13.00	\$26.37	\$18.94

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.45	\$19.86	\$17.02
Experienced, 3 Yrs w/firm	\$16.21	\$23.00	\$18.81

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	20%	0%	13%
Dental Insurance	40%	7%	7%	47%
Vision Insurance	53%	13%	0%	33%
Life Insurance	60%	0%	7%	33%
Sick Leave	80%	0%	0%	20%
Vacation	87%	0%	0%	13%
Retirement Plan	27%	47%	7%	20%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Very Large - More than 1109 workers

Gender

- Male - 29%
- Female - 71%

Projections

Growth Rate

Average
5.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	86%
Internet	36%
In-house Promotion/Transfer	29%
Employee Referrals	29%

ACCOUNTANTS AND AUDITORS

15 FIRMS RESPONDED

Where the Jobs Are

Accounting, auditing & bookkeeping ...	32.4%
Computer & office equipment	8.9%
State government	5.3%
Other	53.4%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%
Other	7%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 20% of employers offer work on a part-time basis averaging 23 hours per week.
- 6% of employers offer work on a seasonal basis averaging 20 hours per week.

Other Related Information Sources

DOT Code # 160.162-018
CA Occupational Guide # 1

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	27%
No	0%	73%

Qualifications

Technical: Ability to conduct an audit.

Ability to use accounting software. Ability to write effectively. Business math skills.

Government accounting skills. Cost accounting skills. Tax accounting skills. Estate planning skills. Financial planning skills. Verbal presentation skills. Problem solving skills. Bondable.

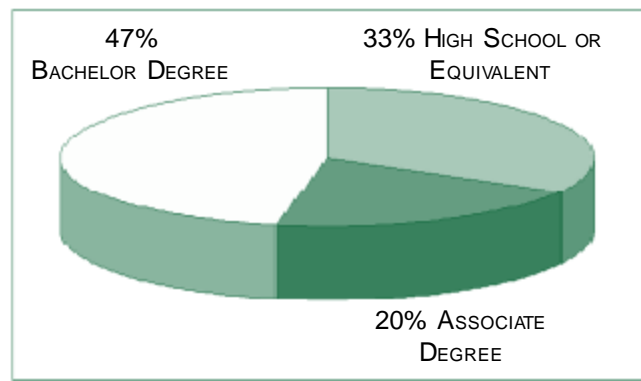
Personal: Ability to work independently.

Ability to work under pressure. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: New practitioners must be a Certified Public Accountant (CPA)

Education

Surveyed employers reported the following educational levels required for recent hires:



BAKERS - BREAD AND PASTRY

OES CODE 650210

SURVEYED SUMMER 2002

Description

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$9.25	\$8.00
New Hire, Experienced	\$7.00	\$12.00	\$10.00
Experienced, 3 Yrs w/firm	\$8.00	\$15.00	\$11.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	13%	0%	7%
Dental Insurance	40%	0%	7%	20%
Vision Insurance	20%	0%	0%	47%
Life Insurance	13%	0%	0%	53%
Sick Leave	40%	0%	0%	27%
Vacation	53%	0%	0%	13%
Retirement Plan	27%	13%	0%	27%
Child Care	0%	0%	0%	67%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 65%
- Female - 35%

Projections

Growth Rate

Slower than average
3.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	53%
Employee Referrals	47%
In-house Promotion/Transfer	33%

BAKERS - BREAD AND PASTRY

15 FIRMS RESPONDED

Where the Jobs Are

Grocery stores	49.4%
Eating and drinking places	20.9%
Retail bakeries	16.6%
Other	13.1%

Other Information

Shifts

Day	53%
Swing	40%
Graveyard	47%
Other	13%

Hours

- 66% of employers offer work on a full-time basis averaging 39 hours per week.
- 60% of employers offer work on a part-time basis averaging 24 hours per week.

Other Related Information Sources

DOT Code # 526.381-010

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	33%
No	60%	67%

Qualifications

Technical: Pastry making skills. Pastry decorating skills. Mastery of baking equipment.

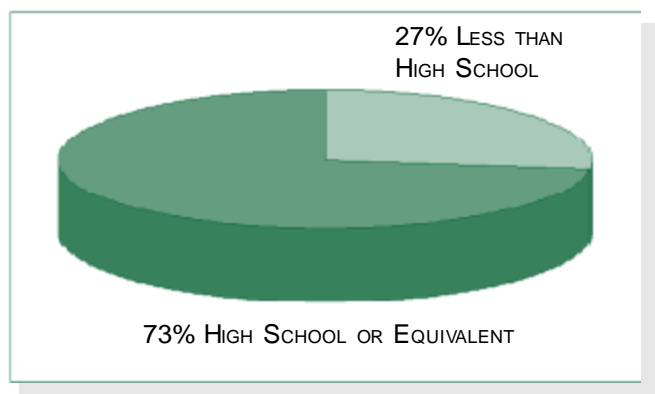
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 25 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$10.00	\$19.77	\$13.50
Experienced, 3 Yrs w/firm	\$15.00	\$18.22	\$16.62

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$14.42	\$20.63	\$17.59
Experienced, 3 Yrs w/firm	\$16.70	\$22.75	\$19.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	67%	0%	7%
Dental Insurance	33%	60%	0%	7%
Vision Insurance	33%	47%	0%	20%
Life Insurance	33%	27%	0%	40%
Sick Leave	60%	0%	0%	40%
Vacation	87%	7%	0%	7%
Retirement Plan	27%	53%	0%	20%
Child Care	0%	0%	7%	93%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 100%
- Female - 0%

Projections

Growth Rate

Slower than average
3.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	87%
In-house Promotion/Transfer	47%
Employee Referrals	40%

Where the Jobs Are

Elementary and secondary schools	19.8%
Local government	13.6%
Trucking and courier services	8.8%
Recreational vehicle dealers	5.2%
Other	52.6%

Other Information

Shifts

Day	100%
Swing	27%
Graveyard	7%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 6% of employers offer work on a part-time basis averaging 25 hours per week.

Other Related Information Sources

DOT Code # 625.281-010
CA Occupational Guide # 251

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	36%
No	9%	64%

Qualifications

Technical: Ability to use hand tools. Ability to implement safe work practices. Ability to operate electronic automotive diagnostic equipment. Ability to repair diesel engines. Ability to operate electric testing equipment. Knowledge of basic auto mechanics. Knowledge of hydraulics. Automobile body and fender repair skills. Welding skills. Shop math skills. Possession of a valid Class A and Class B driver's license.

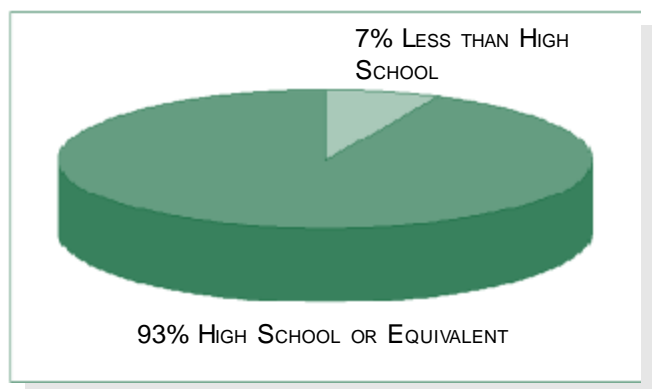
Physical: Ability to lift at least 75 lbs. repeatedly.

Personal: Ability to provide own hand tools. Ability to work independently. Willingness to work with close supervision. Public contact skills. Possession of a good driving record.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Construction Managers plan, organize, direct, control, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems, including specialized construction fields, such as carpentry or plumbing. Does not include general managers of large construction contracting firms.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.47	\$22.00	\$21.58
New Hire, Experienced	\$17.26	\$32.00	\$23.99
Experienced, 3 Yrs w/firm	\$19.79	\$38.00	\$28.89

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	31%	56%	0%	13%
Dental Insurance	19%	19%	6%	56%
Vision Insurance	6%	19%	0%	75%
Life Insurance	19%	0%	0%	81%
Sick Leave	69%	0%	6%	25%
Vacation	75%	0%	6%	19%
Retirement Plan	25%	25%	13%	38%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 513 to 1109 workers

Gender

- Male - 96%
- Female - 4%

Projections

Growth Rate

Average
4.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	50%
In-house Promotion/Transfer	50%
Employee Referrals	44%

Where the Jobs Are

Residential building construction	38.7%
Nonresidential building construction ...	11.2%
Misc. special trade contractors	7.6%
Carpentry and floor work	6.7%
Other	35.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 44 hours per week.

Other Related Information Sources

DOT Code # 182.167-010

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	85%	7%
No	15%	93%

Qualifications

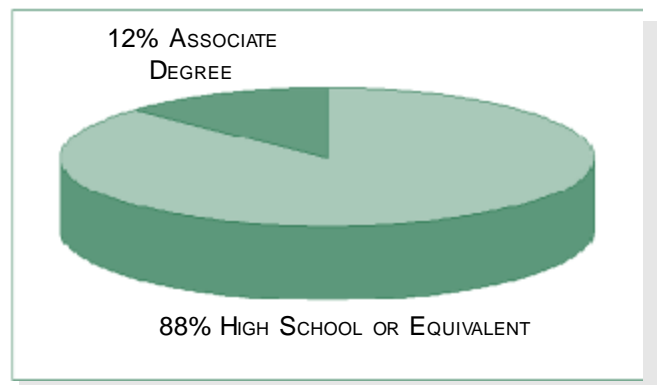
Technical: Ability to follow purchasing procedures. Ability to perform advanced mathematical computations. Ability to hire and assign personnel. Ability to estimate costs and submit bids. Understanding of building codes. Understanding of commercial real estate practices. Understanding of construction terms. Understanding of contract law. Understanding of the collective bargaining process. Knowledge of OSHA safety standards. Knowledge of EEO and affirmative action programs and guidelines. Office management skills. Civil engineering skills. Landscape site planning skills. Report writing skills. Possession of a contractor's license.

Personal: Ability to work independently.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Does not include cooks in fast foods establishments.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.75	\$8.57	\$7.50
New Hire, Experienced	\$6.75	\$10.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.00	\$14.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	0%	7%	67%
Dental Insurance	0%	7%	13%	67%
Vision Insurance	13%	7%	7%	60%
Life Insurance	0%	0%	0%	87%
Sick Leave	13%	0%	0%	73%
Vacation	47%	0%	0%	40%
Retirement Plan	13%	7%	0%	67%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 70%
- Female - 30%

Projections

Growth Rate

Slower than average
3.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	67%
Walk-in Applicants	47%
Newspaper Ads	47%

COOKS - SHORT ORDER

15 FIRMS RESPONDED

Where the Jobs Are

Eating and drinking places	73.3%
Grocery stores	7.8%
Other	18.9%

Other Information

Shifts

Day	93%
Swing	53%
Graveyard	0%

Hours

- 80% of employers offer work on a full-time basis averaging 40 hours per week.
- 40% of employers offer work on a part-time basis averaging 23 hours per week.
- 13% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 26% of employers offer tips and commission ranging from \$0.05 to \$2.14 per hour.

Other Related Information Sources

DOT Code # 313.374-014
CA Occupational Guide # 366

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	33%
No	60%	67%

Qualifications

Technical: Ability to operate a cash register.
Fry cooking skills. Food preparation skills.

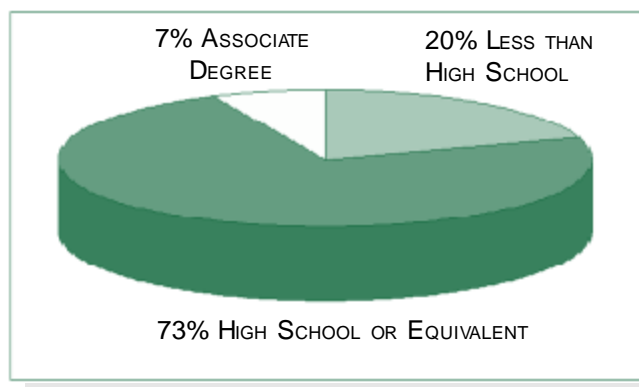
Physical: Ability to pass a pre-employment medical examination. Ability to stand continuously for 2 or more hours. Ability to lift at least 30 lbs. repeatedly.

Personal: Ability to work independently.
Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



DIETICIANS AND NUTRITIONISTS

OES CODE 325210

SURVEYED SUMMER 2002

Description

Dieticians and Nutritionists organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer activities of department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$19.55	\$23.97	\$22.88
New Hire, Experienced	\$17.00	\$25.00	\$21.32
Experienced, 3 Yrs w/firm	\$19.50	\$28.00	\$23.74

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	30%	60%	0%	0%
Dental Insurance	40%	40%	0%	10%
Vision Insurance	40%	40%	0%	10%
Life Insurance	60%	20%	0%	10%
Sick Leave	80%	10%	0%	0%
Vacation	80%	10%	0%	0%
Retirement Plan	30%	40%	0%	20%
Child Care	0%	0%	20%	70%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 8%
- Female - 92%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	100%
Trade Journals	30%
Internet	30%
College/Universities	30%

DIETICIANS AND NUTRITIONISTS

10 FIRMS RESPONDED

Where the Jobs Are

Local government	44.6%
Hospitals	23.1%
Individual and family services	9.1%
Other	23.2%

Other Information

Shifts

Day	100%
Swing	10%
Graveyard	0%

Hours

- 90% of employers offer work on a full-time basis averaging 40 hours per week.
- 50% of employers offer work on a part-time basis averaging 15 hours per week.
- 10% of employers offer work on a temporary basis averaging 15 hours per week.

Other Related Information Sources

DOT Code # 077.061-010, 077.117-010
 # 077.127-010, 077.127-014
 # 077.127-018
 CA Occupational Guide # 98

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	75%	25%
No	25%	75%

Qualifications

Technical: Ability to teach principles of food and nutrition. Ability to modify menus because of dietary restrictions. Ability to plan and organize the work of others and to plan and organize training programs. Ability to follow safe work practices. Ability to prepare client meal plans. Knowledge of food science. Understanding of good diet and nutrition. Understanding of food processing methods. Food preparation and institutional cooking skills. Menu planning skills. Nutrition research skills. Food buying skills.

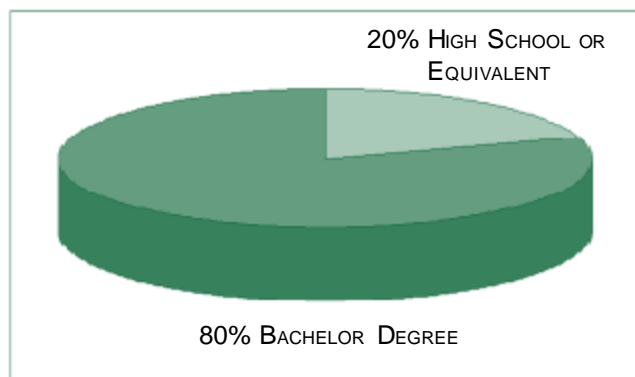
Physical: Possess an excellent sense of color, taste and smell. Ability to stand for prolonged periods of time.

Personal: Ability to deal effectively with individuals. Ability to work independently. Public contact skills. Oral communication skills. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



DRUG AND ALCOHOL COUNSELORS

OES CODE 195367999

SURVEYED SUMMER 2002

Description

Drug and Alcohol Counselors assess and treat drug and alcohol problems with individuals. Treatment may consist of individual, group or family counseling.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$15.00	\$9.30
New Hire, Experienced	\$9.00	\$16.44	\$12.24
Experienced, 3 Yrs w/firm	\$12.00	\$18.36	\$14.19

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	36%	43%	0%	7%
Dental Insurance	43%	21%	0%	21%
Vision Insurance	36%	29%	0%	21%
Life Insurance	21%	7%	14%	43%
Sick Leave	64%	7%	7%	7%
Vacation	64%	7%	7%	7%
Retirement Plan	36%	21%	7%	21%
Child Care	0%	0%	0%	86%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 37%
- Female - 63%

Projections

Growth Rate

N/A

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	86%
Employee Referrals	43%
Walk-in Applicants	29%

DRUG AND ALCOHOL COUNSELORS

14 FIRMS RESPONDED

Where the Jobs Are

Individual and family social services ...	65.0%
Specialty outpatient facilities	14.0%
Local government	14.0%
Social services	7.0%

Other Information

Shifts

Day	100%
Swing	43%
Graveyard	14%
Other	7%

Hours

- 79% of employers offer work on a full-time basis averaging 38 hours per week.
- 64% of employers offer work on a part-time basis averaging 21 hours per week.
- 14% of employers offer work on a temporary basis averaging 17 hours per week.

Other Related Information Sources

DOT Code # 045.107-058

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	91%	69%
No	9%	31%

Qualifications

Technical: Ability to treat substance abuse. Ability to monitor compliance with parole procedures and practices. Ability to interview others for information. Ability to maintain progress notes, treatment summaries and an appointment calendar. Knowledge of drug chemistry and over-the-counter medications. Knowledge of protective services for children and adults. Understanding of disability insurance. Correctional counseling skills. Family counseling skills.

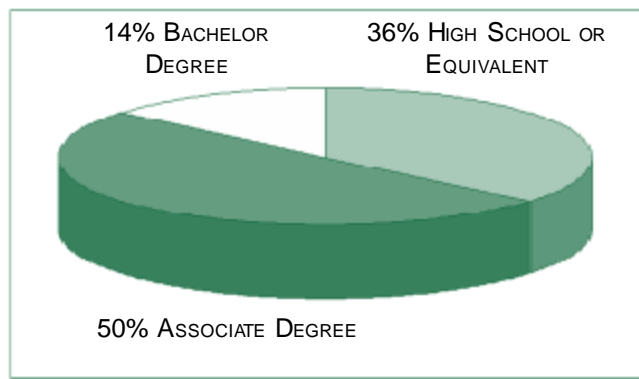
Physical: Ability to sit continuously for 2 or more hours. Possession of emotional stability.

Personal: Ability to deal effectively with difficult individuals. Ability to work independently. Ability to assess emergency situations and set priorities quickly. Willingness to work irregular hours. Listening skills. Understanding of a variety of cultures.

Legally Mandated Requirements: Certification as a Drug and Alcohol Counselor

Education

Surveyed employers reported the following educational levels required for recent hires:



EMERGENCY MEDICAL TECHNICIANS I AND PARAMEDIC

OES CODE 325081 AND 325083

SURVEYED SUMMER 2002

Description

Emergency Medical Technicians (EMT) are ambulance attendants/drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Paramedics are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. They use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Does not include Firefighters trained as EMT I or Paramedics.

EMT I

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.91	\$7.91	\$7.91
New Hire, Experienced	\$7.91	\$9.39	\$8.65
Experienced, 3 Yrs w/firm	\$7.91	\$10.38	\$9.15

PARAMEDIC

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.86	\$11.86	\$11.86
New Hire, Experienced	\$10.00	\$11.86	\$10.93
Experienced, 3 Yrs w/firm	\$10.00	\$13.09	\$11.55

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	50%	0%	0%	50%
Dental Insurance	50%	0%	0%	50%
Vision Insurance	50%	0%	0%	50%
Life Insurance	50%	0%	0%	50%
Sick Leave	50%	0%	0%	50%
Vacation	50%	0%	0%	50%
Retirement Plan	0%	0%	50%	50%
Child Care	0%	0%	50%	50%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 64%
- Female - 36%

Projections

Growth Rate

Much faster than average
7.5% annually

Supply and Demand

Difficulty Finding Employees

EMT I	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Paramedic	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Where the Jobs Are

Hospitals	% n/a
Local and suburban transportation	% n/a
Local government	% n/a

Other Information

EMT I

Shifts

Day	50%
Swing	50%
Graveyard	50%
Other	100%

PARAMEDIC

Day	100%
Swing	50%
Graveyard	50%
Other	50%

Hours

- 100% of employers offer work on a full-time basis averaging 44 hours per week.
- 100% of employers offer work on a part-time basis averaging 24 hours per week.

Primary Recruitment Methods

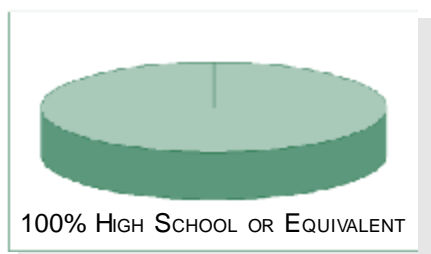
Walk-in Applicants	100%
Newspaper Ads	50%
In-house Promotion/Transfer	50%
Employee Referrals	50%

Other Related Information Sources

DOT Code # 079.374-010, 079.364-026
CA Occupational Guide # 550, 241

Education

Surveyed employers reported the following educational levels required for recent hires:



Employer Requirements

EMT I

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	50%	0%
No	50%	100%

PARAMEDIC

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	50%
No	0%	50%

Qualifications

Technical: Ability to perform pediatric and endotracheal and gastric intubations. Ability to recognize ventricular fibrillation and cardiac standstill. Ability to monitor and maintain IV lines and to administer injections. Ability to operate automatic and semi-automatic defibrillators. Ability to test, check, maintain emergency medical equipment and to assist with inflation of antishock trousers. Ability to perform ventilation by use of esophageal airway. Ability to accurately record and report information. Ability to remove foreign bodies with forceps. Ability to use a laryngoscope. Ability to perform needle thoracostomy. Ability to use snake bite kits and constricting bands. Ability to take charge and handle major emergencies. Ability to perform synchronized cardioversion. Ambulance/emergency vehicle driving skills. Possess California Driver's License.

Physical: Ability to perform strenuous, physically demanding work. Ability to lift and move patients. Good physical condition. Good vision. Possession of good color perception.

Personal: Ability to assess emergency situations and set priorities quickly. Ability to work as part of a team. Ability to work independently. Ability to work under pressure.

Legally Mandated Requirements: EMT I - Certification by the California Emergency Medical Services Authority (CEMSA)
Paramedic - Licensure by CEMSA. Both need licensure by California Highway Patrol

Description

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$10.00	\$8.30
New Hire, Experienced	\$7.25	\$10.70	\$9.00
Experienced, 3 Yrs w/firm	\$8.00	\$12.00	\$10.75

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	53%	0%	7%
Dental Insurance	13%	53%	7%	13%
Vision Insurance	13%	40%	7%	27%
Life Insurance	20%	33%	0%	33%
Sick Leave	47%	20%	0%	20%
Vacation	53%	20%	0%	13%
Retirement Plan	7%	40%	7%	33%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Large - 513 to 1109 workers

Gender

- Male - 79%
- Female - 21%

Projections

Growth Rate

Faster than average
6.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	87%
Employee Referrals	80%
Walk-in Applicants	53%

GUARDS AND WATCH GUARDS

15 FIRMS RESPONDED

Where the Jobs Are

Miscellaneous business services	53.2%
Misc. amusement, recreation service ..	15.3%
Real estate agents and managers	5.3%
Other	26.2%

Other Information

Shifts

Day	87%
Swing	73%
Graveyard.....	73%

Hours

- 86% of employers offer work on a full-time basis averaging 40 hours per week.
- 73% of employers offer work on a part-time basis averaging 19 hours per week.
- 20% of employers offer work on a temporary basis averaging 13 hours per week.
- 26% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 6% of employers offer a shift differential for graveyard of \$1.25 per hour.

Other Related Information Sources

DOT Code # 372.563-010
372.667-034
CA Occupational Guide # 75

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	67%
No	60%	33%

Qualifications

Technical: Ability to write effectively.

Ability to use a baton. Ability to operate video surveillance equipment. Ability to administer emergency first aid. Ability to follow security protection procedures. Possession of a valid driver's license. Bondable. Licensed to carry firearms.

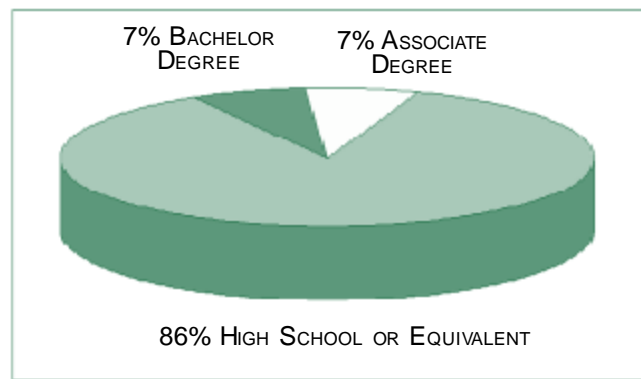
Personal: Ability to work independently.

Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle. Possession of a clean police record.

Legally Mandated Requirements: Security Guard Registration

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$15.00	\$11.99
New Hire, Experienced	\$8.18	\$16.78	\$13.20
Experienced, 3 Yrs w/firm	\$9.21	\$23.01	\$14.38

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	20%	0%	40%
Dental Insurance	13%	13%	0%	60%
Vision Insurance	7%	0%	0%	80%
Life Insurance	0%	7%	0%	80%
Sick Leave	20%	7%	0%	60%
Vacation	67%	0%	0%	20%
Retirement Plan	13%	0%	0%	73%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 40%
- Female - 60%

Projections

Growth Rate

Slower than average
3.3% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	53%
Walk-in Applicants	47%
In-house Promotions/Transfer	40%

Where the Jobs Are

Hotels and motels 100%

Other Information

Shifts

Day 80%
Swing 20%
Graveyard 7%
Other 47%

Hours

- 80% of employers offer work on a full-time basis averaging 42 hours per week.
- 20% of employers offer work on a part-time basis averaging 16 hours per week.
- 6% of employers offer work on a temporary basis averaging 2 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 33% of employers offer a bonus ranging from \$0.82 to \$4.79 per hour.
- 7% of employers offer housing as part of employment.

Other Related Information Sources

DOT Code # 187.117-038
187.167-122
CA Occupational Guide # 114

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	50%
No	33%	50%

Qualifications

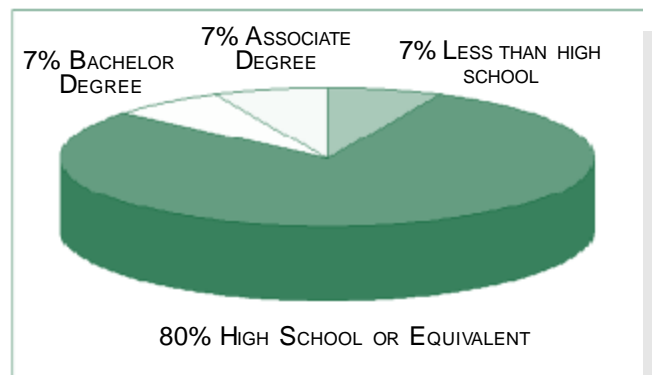
Technical: Ability to maintain financial records. Ability to hire and assign personnel. Ability to write effectively. Ability to plan and organize the work of others. Ability to manage an activity or department. Ability to follow purchasing procedures. Understanding of inventory techniques. Problem solving skills. Catering skills. Business math and record keeping skills.

Personal: Ability to work under pressure. Ability to work independently. Public contact skills. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body condition or treatments.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$22.14	\$18.00
New Hire, Experienced	\$10.00	\$35.00	\$20.00
Experienced, 3 Yrs w/firm	\$13.00	\$35.00	\$26.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	13%	0%	0%	7%
Dental Insurance	0%	0%	7%	13%
Vision Insurance	7%	0%	0%	13%
Life Insurance	13%	0%	0%	7%
Sick Leave	13%	0%	0%	7%
Vacation	13%	0%	0%	7%
Retirement Plan	0%	7%	0%	13%
Child Care	0%	0%	0%	20%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 6%
- Female - 40%

Projections

Growth Rate

N/A

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	60%
School and Program Referrals	53%
Newspaper Ads	47%

Where the Jobs Are

Offices and clinics of chiropractor	67%
Beauty shops	13%
Membership sports/recreational clubs	6%
Vocational schools	6%
Miscellaneous personal services	6%
Other	2%

Other Information

Shifts

Day	93%
Swing	7%
Graveyard.....	0%

Hours

- 20% of employers offer work on a full-time basis averaging 37 hours per week.
- 93% of employers offer work on a part-time basis averaging 16 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.
- 6% of employers offer work on a seasonal basis averaging 20 hours per week.

Other Related Information Sources

DOT Code # 334.374-010

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	29%
No	8%	71%

Qualifications

Technical: Ability to write effectively.

Ability to perform Swedish massage. Ability to apply massage techniques for sports injuries. Ability to apply massage techniques for pregnant women . Ability to perform deep tissue massage. Record keeping skills. Supervisory skills.

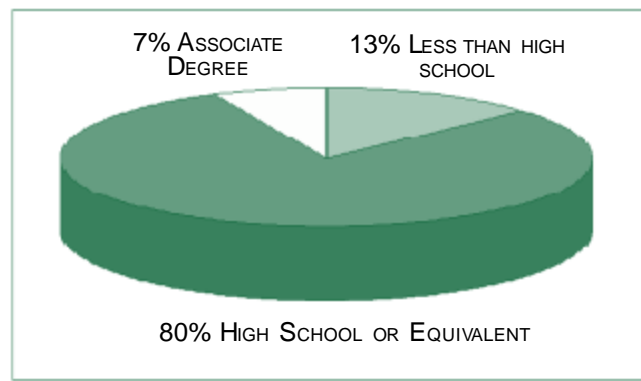
Physical: Ability to tolerate heat and humidity. Ability to stand for prolonged periods.

Personal: Ability to work independently. Willingness to work with close supervision. Interpersonal skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Occupational Therapists plan, organize, and participate in medically oriented occupational programs in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.00	\$24.00	\$20.00
New Hire, Experienced	\$17.00	\$26.00	\$24.77
Experienced, 3 Yrs w/firm	\$20.00	\$30.00	\$27.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	25%	25%	0%	13%
Dental Insurance	38%	13%	0%	13%
Vision Insurance	25%	13%	0%	25%
Life Insurance	38%	0%	0%	25%
Sick Leave	63%	0%	0%	0%
Vacation	63%	0%	0%	0%
Retirement Plan	38%	13%	0%	13%
Child Care	0%	0%	0%	63%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 6%
- Female - 94%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Employee Referrals	63%
Newspaper Ads	50%
Internet	25%
College/Universities	25%
In-house Promotions/Transfer	25%
Other	25%

Where the Jobs Are

Offices of other health practitioners 75%
 Elementary and secondary schools 12.5%
 Other 12.5%

Other Information

Shifts

Day 100%
 Swing 13%
 Graveyard 0%

Hours

- 63% of employers offer work on a full-time basis averaging 37 hours per week.
- 63% of employers offer work on a part-time basis averaging 15 hours per week.

Other Related Information Sources

DOT Code # 076.121-010
 # 076.167-010
 CA Occupational Guide # 143

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	72%	0%
No	28%	100%

Qualifications

Technical: Ability to plan and organize the work of others. Ability to write effectively. Knowledge of geriatrics. Record keeping skills. Problem solving skills.

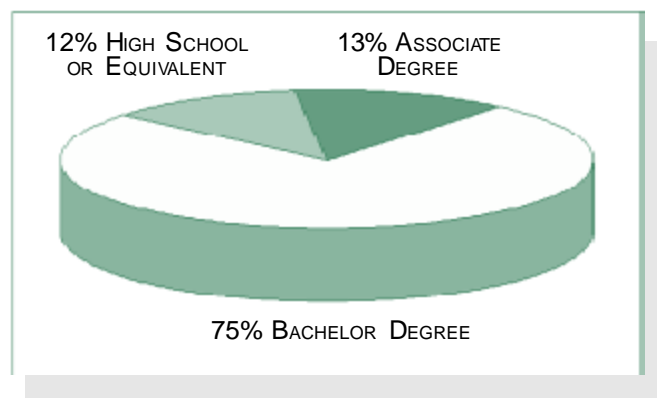
Physical: Good physical condition. Possession of emotional stability.

Personal: Ability to relate to patients. Ability to work as part of a team. Ability to work independently. Ability to exercise patience. Willingness to work with close supervision. Imagination and creativity. Empathetic.

Legally Mandated Requirements:
 Registered by the American Occupational Therapy Certification Board

Education

Surveyed employers reported the following educational levels required for recent hires:



PLUMBERS, PIPEFITTERS AND STEAMFITTERS

OES CODE 875020

SURVEYED SUMMER 2002

Description

Plumbers, Pipefitters and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air or other liquids or gases. Does not include those who primarily install and repair heating, air conditioning, and refrigeration systems.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.00	\$8.99
New Hire, Experienced	\$10.00	\$25.00	\$17.00
Experienced, 3 Yrs w/firm	\$12.00	\$28.00	\$20.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	40%	0%	13%
Dental Insurance	27%	20%	0%	53%
Vision Insurance	13%	20%	0%	67%
Life Insurance	20%	0%	0%	80%
Sick Leave	33%	7%	0%	60%
Vacation	87%	0%	0%	13%
Retirement Plan	27%	27%	7%	40%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 100%
- Female - 0%

Projections

Growth Rate

Slower than average
3.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	86%
Employee Referrals	71%
Walk-in Applicants	43%

PLUMBERS, PIPEFITTERS AND STEAMFITTERS

15 FIRMS RESPONDED

Where the Jobs Are

Plumbing, heating, air conditioning	70.4%
Local government	9.2%
Other	20.4%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	7%
Other	20%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$0.10 to \$2.16 per hour.

Other Related Information Sources

DOT Code # 862.381-030
 # 862.681-010
 # 862.381-034
 CA Occupational Guide # 173

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	85%	31%
No	15%	69%

Qualifications

Technical: Ability to use hand tools and read blueprints. Understanding of building codes. Arc welding, pipefitting, gas welding, soldering and cost estimating skills. Possession of a valid driver's license.

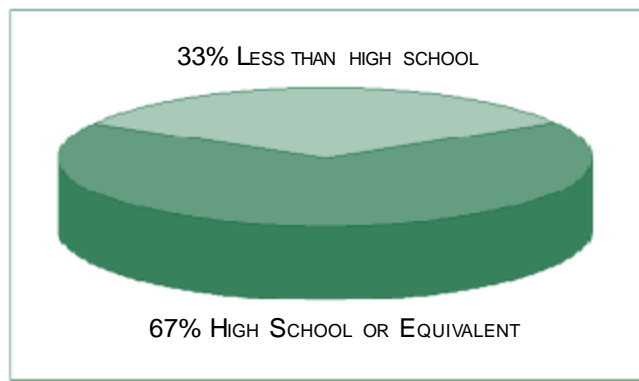
Physical: Ability to lift at least 50 lbs. repeatedly.

Personal: Ability to work independently. Ability to provide own hand tools. Willingness to work with close supervision. Public contact skills. Possession of a good DMV driving record and a reliable vehicle.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Radiologic Technologists take X-rays and CAT scans or administer nonradioactive materials into patients blood stream for diagnostic purposes. Includes technologists who specialize in other modalities such as computed tomography, ultrasound, and magnetic resonance. Includes workers whose primary duties are to demonstrate portions of the human body on X-ray film or fluoroscopic screen.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$12.00	\$19.00	\$16.54
New Hire, Experienced	\$14.00	\$22.00	\$19.50
Experienced, 3 Yrs w/firm	\$15.00	\$24.00	\$21.40

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	73%	18%	0%	0%
Dental Insurance	64%	0%	9%	18%
Vision Insurance	55%	0%	0%	36%
Life Insurance	64%	0%	0%	27%
Sick Leave	91%	0%	0%	0%
Vacation	91%	0%	0%	0%
Retirement Plan	27%	27%	9%	27%
Child Care	9%	0%	18%	64%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 28%
- Female - 72%

Projections

Growth Rate

Slower than average
2.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	82%
Walk-in Applicants	45%
Employee Referrals	36%

RADIOLOGIC TECHNOLOGISTS

11 FIRMS RESPONDED

Where the Jobs Are

Hospitals	62.0%
Offices of physicians	31.2%
Other	6.8%

Other Information

Shifts

Day	100%
Swing	36%
Graveyard	27%
Other	9%

Hours

- 91% of employers offer work on a full-time basis averaging 39 hours per week.
- 45% of employers offer work on a part-time basis averaging 26 hours per week.
- 27% of employers offer work on a temporary basis averaging 8 hours per week.

Other Related Information Sources

DOT Code # 078.362-026, 078.362-046
 # 078.362-050, 078.362-054
 # 078.362-058, 078.364-010
 CA Occupational Guide # 89, 535

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	55%
No	0%	45%

Qualifications

Technical: Ability to follow fluoroscopic imaging procedures. Ability to administer magnetic resonance imaging. Ability to use film developing equipment. Ability to follow safe equipment operating practices. Ability to write effectively. Ability to take vital signs. Ability to apply transferring techniques moving patients. Knowledge of medical terminology. Registration with the American Registry of Radiologic Technologists. Record keeping skills. Ultrasound scanning skills. CT scanning skills.

Physical: Ability to stand continuously for 2 or more hours.

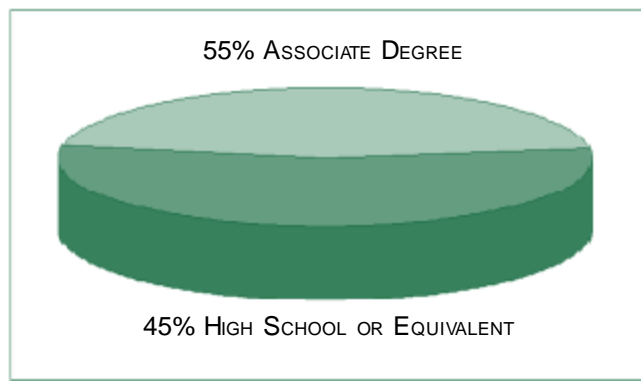
Personal: Ability to work independently. Ability to work under pressure. Public contact skills. Willingness to work with close supervision.

Legally Mandated Requirements:

Certification as a Radiologic Technologist

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, childrens homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.73	\$9.10	\$8.15
New Hire, Experienced	\$8.00	\$12.50	\$10.00
Experienced, 3 Yrs w/firm	\$9.00	\$15.00	\$11.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	64%	18%	0%	18%
Dental Insurance	45%	9%	18%	27%
Vision Insurance	45%	9%	9%	36%
Life Insurance	27%	0%	0%	73%
Sick Leave	91%	0%	0%	9%
Vacation	91%	0%	0%	9%
Retirement Plan	27%	9%	18%	45%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 39%
- Female - 61%

Projections

Growth Rate

Slower than average
3.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	82%
Employee Referrals	55%
In-house Promotion/Transfer	27%

RESIDENTIAL COUNSELORS

11 FIRMS RESPONDED

Where the Jobs Are

Residential Care	41.1%
Elementary and secondary schools	25.1%
Individual and family services	16.6%
Other	17.2%

Other Information

Shifts

Day	82%
Swing	55%
Graveyard	64%
Other	18%

Hours

- 100% of employers offer work on a full-time basis averaging 41 hours per week.
- 27% of employers offer work on a part-time basis averaging 21 hours per week.
- 36% of employers offer work on a temporary basis averaging 14 hours per week.

Wages

- 18% of employers offer a bonus ranging from \$0.03 to \$0.25 per hour.

Other Related Information Sources

DOT Code # 187.167-186
045.107-038

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	37%
No	60%	63%

Qualifications

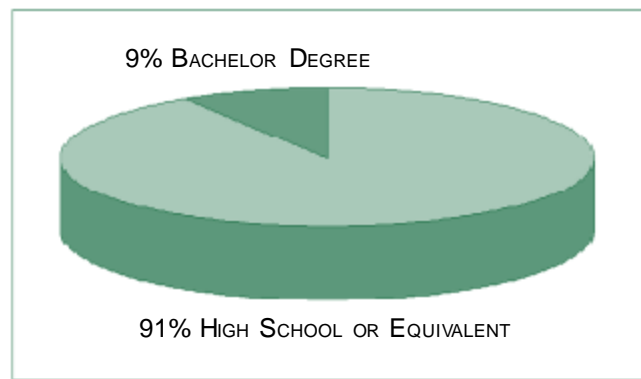
Technical: Ability to apply stress management techniques. Ability to implement a progressive discipline process. Ability to plan and organize the work of others. Ability to write effectively. Record keeping skills. Merchandise ordering skills. Problem solving skills.

Personal: Ability to do shift work. Ability to work independently. Ability to deal effectively with difficult individuals. Willingness to work with close supervision. Interpersonal skills. Listening skills. Empathetic.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES CODE 551080

SURVEYED SUMMER 2002

Description

Secretaries (except Legal and Medical) relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.90	\$11.86	\$10.00
New Hire, Experienced	\$8.63	\$15.46	\$11.00
Experienced, 3 Yrs w/firm	\$12.00	\$15.00	\$13.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.64	\$13.55	\$11.20
New Hire, Experienced	\$10.97	\$14.43	\$12.43
Experienced, 3 Yrs w/firm	\$12.13	\$15.73	\$13.52

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	25%	75%	0%	0%
Dental Insurance	44%	50%	6%	0%
Vision Insurance	44%	44%	0%	13%
Life Insurance	31%	19%	0%	50%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	6%	0%
Retirement Plan	19%	69%	6%	6%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very large - more than 1109 workers

Gender

- Male - 0%
- Female - 100%

Projections

Growth Rate

Slower than average
3.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	81%
In-house Promotion/Transfer	63%
Employee Referrals	38%
Walk-in Applicants	38%

Where the Jobs Are

Elementary and secondary schools	18.8%
Accounting, auditing & bookkeeping	6.4%
Local government	6.2%
Personnel supply services	4.5%
Other	64.1%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 39 hours per week.
- 31% of employers offer work on a part-time basis averaging 25 hours per week.

Other Related Information Sources

DOT Code # 201.362-022
201.362-030
CA Occupational Guide # 128

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	46%
No	60%	54%

Qualifications

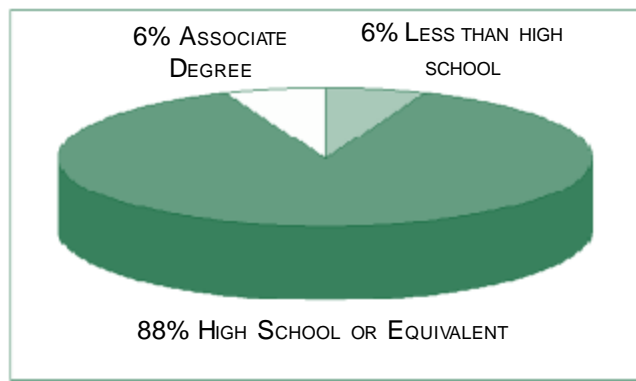
Technical: Ability to follow billing procedures. Ability to take dictation at 100 wpm or more. Ability to maintain an appointment calendar. Ability to write effectively. Ability to use word processing and spreadsheet software. Ability to type at least 60 wpm. Ability to operate a transcribing machine. Telephone answering skills. Proofreading skills. Alphabetic and numeric filing skills. English grammar, spelling, and punctuation skills.

Personal: Ability to work independently. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Sheet Metal Workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer; operating soldering and welding equipment to join sheet metal parts; and inspecting, assembling, and smoothing seams and joints of burred surfaces.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$10.00	\$9.00
New Hire, Experienced	\$10.00	\$20.00	\$15.00
Experienced, 3 Yrs w/firm	\$14.00	\$30.00	\$20.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	13%	0%	20%
Dental Insurance	33%	7%	7%	53%
Vision Insurance	27%	7%	7%	60%
Life Insurance	20%	0%	0%	80%
Sick Leave	20%	7%	0%	73%
Vacation	67%	13%	7%	13%
Retirement Plan	33%	7%	13%	47%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 256 to 512 workers

Gender

- Male - 97%
- Female - 3%

Projections

Growth Rate

Faster than average
6.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Walk-in Applicants	67%
Employee Referrals	60%
Newspaper Ads	47%

Where the Jobs Are

Plumbing, heating, air conditioning 78.6%
Other 21.4%

Other Information

Shifts

Day 100%
Swing 0%
Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a part-time basis averaging 24 hours per week.

Wages

- 6% of employers offer a bonus ranging from \$0.14 to \$0.19 per hour.

Other Related Information Sources

DOT Code # 804.281-010
CA Occupational Guide # 49

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	33%
No	0%	67%

Qualifications

Technical: Ability to read blueprints. Ability to use hand tools. Knowledge of geometry and trigonometry. Sheet metal working skills. Welding skills. Shop math skills. Mechanical drawing skills.

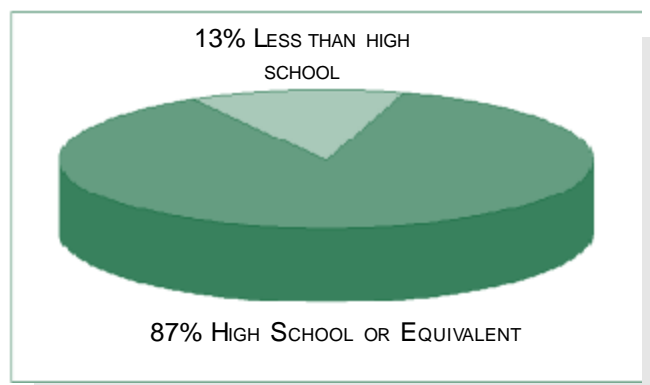
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 50 lbs. repeatedly. Manual dexterity. Good eye-hand coordination. Possession of agility and coordination.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of mechanical and spatial aptitude.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



TELECOMMUNICATIONS TECHNICIANS

OES CODE 003061998

SURVEYED SUMMER 2002

Description

Telecommunications Technicians provide for day-to-day operations and technical oversight of assigned telecommunications systems, services and facilities. They perform a range of telecommunication technical support functions. They trouble shoot systems, and may analyze and evaluate technological changes and innovations, or determine feasibility or emerging technologies.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$12.00	\$9.00
New Hire, Experienced	\$9.00	\$18.30	\$14.00
Experienced, 3 Yrs w/firm	\$13.00	\$26.77	\$18.00

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$16.57	\$20.00	\$17.67
Experienced, 3 Yrs w/firm	\$16.87	\$23.00	\$20.46

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	41%	53%	0%	0%
Dental Insurance	29%	29%	0%	35%
Vision Insurance	18%	29%	0%	47%
Life Insurance	47%	6%	0%	41%
Sick Leave	71%	6%	0%	18%
Vacation	82%	6%	0%	6%
Retirement Plan	24%	41%	0%	29%
Child Care	0%	0%	0%	94%

Size of Occupation

Range

- Small - less than 256 workers

Gender

- Male - 90%
- Female - 10%

Projections

Growth Rate

N/A

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	75%
Newspaper Ads	69%
In-house Promotion/Transfer	31%

TELECOMMUNICATIONS TECHNICIANS

17 FIRMS RESPONDED

Where the Jobs Are

Electrical work	56.0%
Cable and other pay services	12.5%
Other	31.5%

Other Information

Shifts

Day	100%
Swing	6%
Graveyard	6%

Hours

- 94% of employers offer work on a full-time basis averaging 41 hours per week.
- 12% of employers offer work on a part-time basis averaging 27 hours per week.

Wages

- 18% of employers offer a bonus ranging from \$0.05 to \$0.84 per hour.

Other Related Information Sources

DOT Code # 829.667-010, 821.361-010
828.261-022

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	73%	50%
No	27%	50%

Qualifications

Technical: Mechanical aptitude. Programming test equipment skills. Trouble shooting and repairing communications systems. Knowledge of CATV, fiber optics, telecommunications equipment, and electrical and electronic equipment. Knowledge of ground based and wireless communication systems.

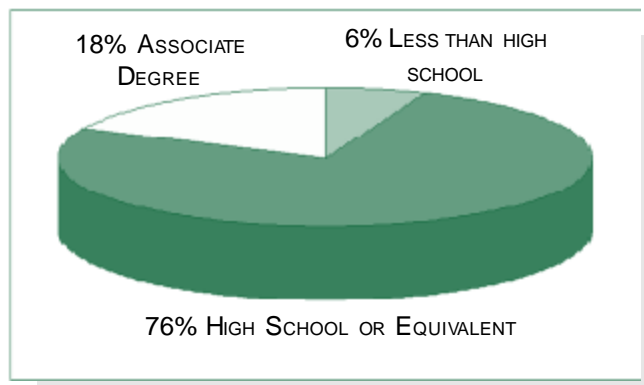
Physical: Good color perception. Lifting 50 lbs. or more continuously.

Personal: Time management skills. Interpersonal communication skills. Work under pressure.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES CODE 971020

SURVEYED SUMMER 2002

Description

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$13.00	\$9.75
New Hire, Experienced	\$10.00	\$17.25	\$14.00
Experienced, 3 Yrs w/firm	\$12.00	\$28.00	\$16.50

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	0%	13%
Dental Insurance	20%	27%	0%	47%
Vision Insurance	20%	20%	0%	53%
Life Insurance	13%	7%	0%	73%
Sick Leave	13%	0%	0%	80%
Vacation	40%	13%	0%	40%
Retirement Plan	20%	20%	7%	47%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Very Large - More than 1109 workers

Gender

- Male - 97%
- Female - 3%

Projections

Growth Rate

Faster than average
6.1% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	67%
Employee Referrals	47%
Walk-in Applicants	47%

T RUCK D RIVERS - H EAVY OR T RACTOR T RAILER

15 FIRMS RESPONDED

Where the Jobs Are

Trucking and courier services	30.3%
Lumber and other building materials	6.6%
Miscellaneous special trade contractors .	5.3%
Concrete/gypsum/other plaster products	5.0%
Other	52.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard.....	0%

Hours

- 80% of employers offer work on a full-time basis averaging 42 hours per week.
- 27% of employers offer work on a part-time basis averaging 23 hours per week.
- 27% of employers offer work on a seasonal basis averaging 37 hours per week.

Other Related Information Sources

DOT Code # 905.663-014
CA Occupational Guide # 255

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	83%	15%
No	17%	85%

Qualifications

Technical: Ability to operate a fork lift. Ability to read invoices. Ability to meet ICC requirements. Ability to drive trucks long distances. Ability to load and unload freight. Knowledge of local streets. Record keeping skills. Automotive maintenance and minor repair skills. Map reading skills. Possession of a valid Class A driver's license. Possession of a valid Class B driver's license.

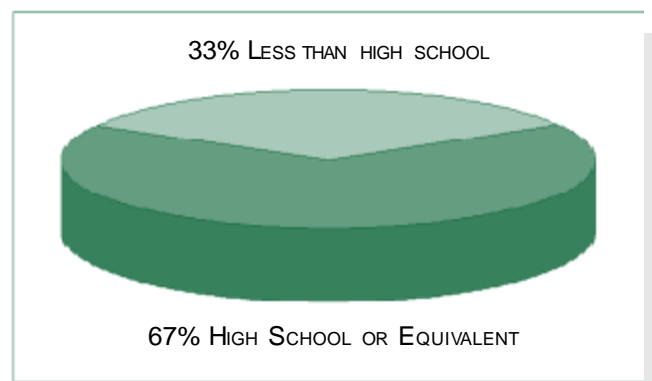
Physical: Ability to pass a pre-employment medical examination. Lift at least 75 lbs. repeatedly.

Personal: Ability to work independently. Possession of a good DMV driving record.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Welders and Cutters use flamecutting, hand, arc and gas welding equipment, and gas torches to weld together metal components of such products as pipelines, automobiles, boilers, and ships or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$16.00	\$10.00
New Hire, Experienced	\$10.00	\$18.00	\$13.00
Experienced, 3 Yrs w/firm	\$14.00	\$22.50	\$17.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	33%	7%	7%
Dental Insurance	0%	20%	7%	67%
Vision Insurance	0%	7%	0%	87%
Life Insurance	13%	0%	7%	73%
Sick Leave	20%	7%	0%	67%
Vacation	67%	0%	0%	27%
Retirement Plan	13%	33%	7%	40%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Small - Less than 256 workers

Gender

- Male - 99%
- Female - 1%

Projections

Growth Rate

Faster than average
5.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	86%
Newspaper Ads	50%
Walk-in Applicants	50%

Where the Jobs Are

Misc. special trade contractors	28.7%
Misc. repair shops	8.7%
Railroads	7.8%
Industrial machinery	6.9%
Other	47.9%

Other Information

Shifts

Day	100%
Swing	13%
Graveyard	0%

Hours

- 93% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a part-time basis averaging 20 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Other Related Information Sources

DOT Code # 819.384-010
CA Occupational Guide # 84

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	85%
No	20%	15%

Qualifications

Technical: Ability to operate inspection equipment. Ability to read blueprints and working drawings. Ability to pass a work performance test. Ability to use precision tools. Gas and arc welding skills. Certified pressure vessel and pipe welder. Certified structural welder.

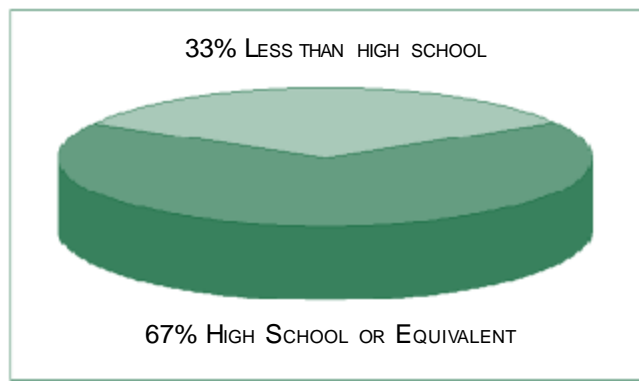
Physical: Ability to stand continuously for 2 or more hours. Ability to work in awkward positions. Ability to work from ladders and scaffolds.

Personal: Ability to work independently. Willingness to work with close supervision. Possession of mechanical aptitude.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



CALL CENTER WORKERS
COMPUTER SUPPORT SPECIALISTS
DATABASE ADMINISTRATORS
DENTAL HYGIENISTS
ELECTRICAL AND ELECTRONIC ASSEMBLERS
HOTEL DESK CLERKS
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS
OFFICE MANAGERS
OPTOMETRIC ASSISTANTS
PERSONNEL MANAGERS
POLICE PATROL OFFICERS
REGISTERED NURSES
SALESPERSONS-RETAIL (EXCEPT VEHICLE SALES)
SHERIFFS AND DEPUTY SHERIFFS
STATE-HIGHWAY POLICE OFFICERS
SYSTEMS ANALYSTS – ELECTRONIC DATA PROCESSING
TEACHERS, PRESCHOOL
TEACHERS – ELEMENTARY SCHOOL
TEACHERS – SECONDARY SCHOOL
TRAFFIC, SHIPPING, AND RECEIVING CLERKS

Description

Call Center Workers place or receive telephone calls on behalf of an organization in order to facilitate sales, provide customer service, answer customers' questions, conduct research, or route calls to other divisions in the organization. They may promote and/or take orders for products or services. They may answer customer inquiries regarding accounts or membership in the organization. They may also receive customer complaints and resolve problems with service, billing or credit. They use computers or process orders for products and services. Does not include employees who work primarily as Switchboard Operators or as Dispatchers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.00	\$9.00	\$8.50
New Hire, Experienced	\$7.50	\$11.03	\$9.00
Experienced, 3 Yrs w/firm	\$8.98	\$15.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	50%	10%	0%
Dental Insurance	20%	30%	0%	50%
Vision Insurance	10%	10%	0%	80%
Life Insurance	40%	10%	0%	50%
Sick Leave	60%	10%	0%	30%
Vacation	70%	10%	0%	20%
Retirement Plan	20%	40%	10%	30%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 24%
- Female - 76%

Projections

Growth Rate

Average
5.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	100%
Employee Referrals	64%
Walk-in Applicants	36%

Where the Jobs Are

Book Stores	16.0%
Employment Services	16.0%
Hotels and Motels	16.0%
Other	52.0%

Other Information

Shifts

Day	100%
Swing	18%
Graveyard.....	18%

Hours

- 91% of employers offer work on a full-time basis averaging 40 hours per week.
- 9% of employers offer work on a part-time basis averaging 20 hours per week.
- 9% of employers offer work on a temporary basis averaging 40 hours per week.
- 18% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 36% of employers offer a bonus, commission or other incentives ranging from \$.10 to \$5.75 per hour.

Other Related Information Sources

DOT Code # 239.362-014
241.367-014
OES Code # 531230, 553350

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	50%
No	20%	50%

Qualifications

Technical: Ability to conduct an audit. Ability to use word processing, spreadsheet, and database software. Ability to write effectively. Ability to operate 10-key adding machine by touch. Telephone answering skills. Payroll processing skills. Bookkeeping and accounting skills. Bondable.

Personal: Ability to pay attention to detail. Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:

18% LESS THAN HIGH SCHOOL



82% HIGH SCHOOL OR EQUIVALENT

Description

Computer Support Specialists provide technical assistance and training to computer system users. They investigate and resolve computer software and hardware problems of users. They answer clients' inquiries in person and via telephone concerning the use of computer hardware and software including printing, word processing, programming languages, electronic mail, and operating systems.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$15.00	\$10.00
New Hire, Experienced	\$7.00	\$25.00	\$16.00
Experienced, 3 Yrs w/firm	\$8.50	\$28.77	\$20.09

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$15.51	\$21.00	\$16.98
Experienced, 3 Yrs w/firm	\$16.52	\$20.98	\$20.37

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	35%	0%	6%
Dental Insurance	53%	29%	0%	12%
Vision Insurance	47%	24%	0%	24%
Life Insurance	65%	6%	6%	18%
Sick Leave	82%	0%	0%	12%
Vacation	88%	0%	0%	6%
Retirement Plan	35%	53%	0%	6%
Child Care	0%	0%	12%	82%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 67%
- Female - 33%

Projections

Growth Rate

Much Faster than average
24.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	76%
Internet	71%
Employee Referrals	53%

COMPUTER SUPPORT SPECIALISTS

17 FIRMS RESPONDED

Where the Jobs Are

Computer and data processing service . 55.8%
 Computer and office equipment 8.7%
 Electronic components and accessories .. 7.7%
 Other 27.8%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard..... 0%

Hours

- 95% of employers offer work on a full-time basis averaging 40 hours per week.
- 12% of employers offer work on a part-time basis averaging 24 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 11% of employers offer a bonus ranging from \$0.12 to \$0.52 per hour.

Other Related Information Sources

DOT Code # 039.264-010
 CA Occupational Guide # 152

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	90%	56%
No	10%	44%

Qualifications

Technical: Ability to write effectively.

Ability to use digital computers. Ability to use analog computers. Ability to operate peripheral equipment. Ability to operate electronics testing equipment. Knowledge of microcomputer hardware and operating systems. Knowledge of minicomputer hardware and operating systems. Knowledge of electronic data processing systems engineering. Knowledge of mainframe hardware and operating systems. Problem solving skills. Record keeping skills. Possession of a valid driver's license.

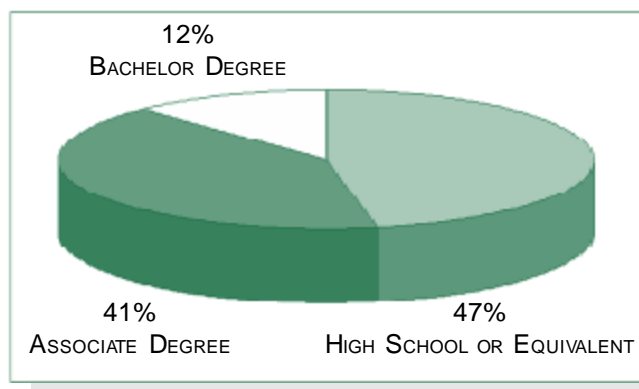
Personal: Ability to work independently.

Willingness to work with close supervision. Public contact skills. Possession of a reliable vehicle.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Database Administrators coordinate physical changes to computer databases and code, test, and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate the database development as part of a project team.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$7.00	\$28.08	\$16.16
New Hire, Experienced	\$7.00	\$33.68	\$23.01
Experienced, 3 Yrs w/firm	\$10.00	\$40.75	\$25.95

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	33%	0%	7%
Dental Insurance	40%	27%	0%	27%
Vision Insurance	33%	13%	0%	47%
Life Insurance	33%	13%	6%	47%
Sick Leave	87%	0%	0%	7%
Vacation	87%	0%	0%	7%
Retirement Plan	33%	33%	0%	27%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 72%
- Female - 28%

Projections

Growth Rate

Much Faster than average
23.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Internet	71%
Employee Referrals	57%
Newspaper Ads	43%

Where the Jobs Are

Computer and data processing service 65.0%
 Accounting, auditing, bookkeeping..... 7.0%
 Management and public relations 6.4%
 Other 21.6%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard..... 0%

Hours

- 94% of employers offer work on a full-time basis averaging 42 hours per week.
- 6% of employers offer work on a part-time basis averaging 30 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$1.01 to \$3.37 per hour.

Other Related Information Sources

DOT Code # 039.162-010
 # 039.162-014

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	86%	8%
No	14%	92%

Qualifications

Technical: Ability to think logically. Ability to write technical material. Ability to develop written recommendations. Ability to interview others for information. Ability to prepare budgets. Knowledge of database management. Knowledge of computer hardware and software systems. Problem solving skills. Analytical skills. Computer programming skills.

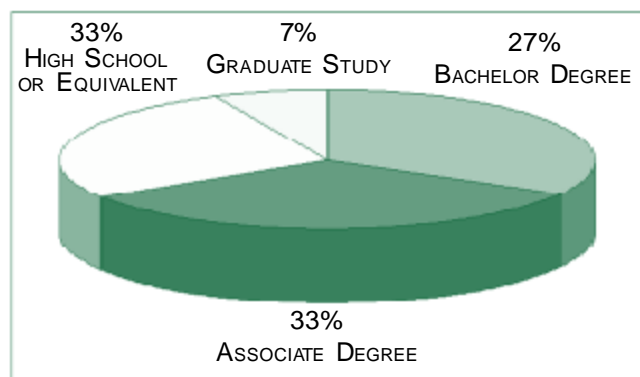
Physical: Ability to sit for long periods of time.

Personal: Ability to work as part of a team. Ability to work independently. Ability to read and follow instructions. Ability to concentrate for long periods of time. Ability to work under pressure.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$30.00	\$45.83*	\$38.00
New Hire, Experienced	\$33.00	\$42.85	\$37.50
Experienced, 3 Yrs w/firm	\$33.75	\$43.75	\$38.50

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	27%	7%	0%	27%
Dental Insurance	47%	0%	0%	13%
Vision Insurance	7%	0%	0%	53%
Life Insurance	13%	0%	0%	47%
Sick Leave	20%	0%	0%	40%
Vacation	40%	0%	0%	20%
Retirement Plan	33%	7%	0%	20%
Child Care	0%	0%	0%	60%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 2%
- Female - 98%

Projections

Growth Rate

Slower than average
4.0% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Employee Referrals	87%
Newspaper Ads	87%
Walk-in Applicants	20%
School/Program Referrals	20%

Where the Jobs Are

Offices and clinics of dentists 92.3%
Other 7.7%

Other Information

Shifts

Day 100%
Swing 0%
Graveyard..... 0%

Hours

- 60% of employers offer work on a full-time basis averaging 32 hours per week.
- 94% of employers offer work on a part-time basis averaging 16 hours per week.
- 7% of employers offer work on a temporary basis averaging 16 hours per week.

Other Related Information Sources

DOT Code # 078.361-010
CA Occupational Guide # 155

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	67%	25%
No	33%	75%

Qualifications

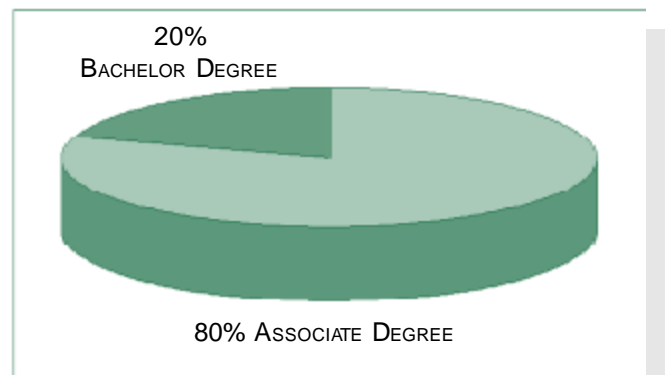
Technical: Ability to follow laboratory procedures. Ability to perform or assist with dental procedures. Ability to write effectively. Knowledge of anesthesiology. Understanding of good diet and nutrition. Supervisory skills. General clerical skills. Record keeping skills. Possession of a Radiation Safety Certificate.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Dental Hygienist License

Education

Surveyed employers reported the following educational levels required for recent hires:



ELECTRICAL AND ELECTRONIC ASSEMBLERS

OES Code 939050

SURVEYED SUMMER 2001

Description

Electrical and Electronic Assemblers include assemblers who perform work at a level not requiring a high degree of precision. The occupation includes such occupations as Electronic Wirers, Armature Connectors, Electric Motor Winders, Skein Winders, Carbon Brush Assemblers, Battery and Battery Parts Assemblers, Electric Sign Assemblers, and Electrical and Electronic Subassemblers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$8.75	\$8.00
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$8.47	\$15.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	38%	56%	0%	6%
Dental Insurance	19%	50%	0%	31%
Vision Insurance	13%	31%	0%	56%
Life Insurance	44%	19%	6%	31%
Sick Leave	69%	6%	0%	25%
Vacation	88%	6%	0%	6%
Retirement Plan	25%	31%	6%	38%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small -less than 267 workers

Gender

- Male - 46%
- Female - 54%

Projections

Growth Rate

Much faster than average
11.9% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

Employee Referrals	81%
Newspaper Ads	63%
Private Employment Agencies	50%

ELECTRICAL AND ELECTRONIC ASSEMBLERS

16 FIRMS RESPONDED

Where the Jobs Are

Computer and office equipment	29.7%
Electronic components and accessories	14.0%
Miscellaneous manufacturers	12.2%
Household appliances	10.4%
Communications equipment	7.7%
Other	26.0%

Other Information

Shifts

Day	100%
Swing	19%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 25% of employers offer work on a part-time basis averaging 21 hours per week.
- 13% of employers offer work on a temporary basis averaging 29 hours per week.

Wages

- 6% of employers offer a bonus of \$0.10 per hour.

Other Related Information Sources

DOT Code # 726.684-018
CA Occupational Guide # 47

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	80%	71%
No	20%	29%

Qualifications

Technical: Ability to read blueprints. Ability to read schematics. Ability to use hand tools. Knowledge of electronic circuitry. Understanding of electrical circuitry. Understanding of military specifications. Electronic component and product assembly skills. Soldering skills.

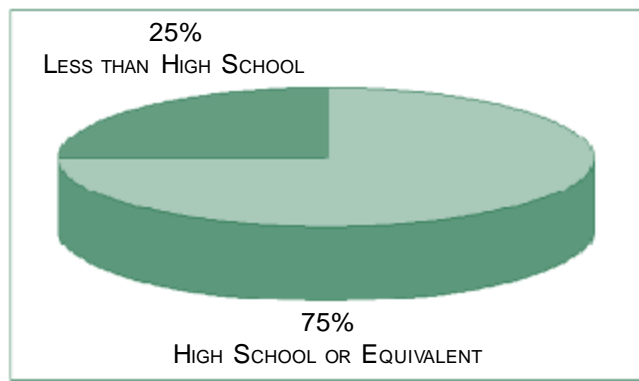
Physical: Ability to stand continuously for 2 or more hours. Ability to sit continuously for 2 or more hours. Ability to work rapidly. Manual dexterity. Good eye-hand coordination. Good vision. Possession of good color perception.

Personal: Ability to work independently. Ability to perform routine, repetitive work. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$8.00	\$7.00
New Hire, Experienced	\$7.00	\$9.00	\$8.00
Experienced, 3 Yrs w/firm	\$8.25	\$10.42	\$9.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	7%	60%	0%	27%
Dental Insurance	7%	47%	0%	40%
Vision Insurance	7%	20%	7%	60%
Life Insurance	27%	20%	0%	47%
Sick Leave	27%	13%	0%	53%
Vacation	53%	13%	7%	20%
Retirement Plan	13%	27%	0%	53%
Child Care	0%	0%	0%	93%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 36%
- Female - 64%

Projections

Growth Rate

Average
5.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	93%
Employee Referrals	80%
Walk-in Applicants	60%

Where the Jobs Are

Hotels and motels	97.5%
Other	2.5%

Other Information

Shifts

Day	100%
Swing	100%
Graveyard	73%
Other	7%

Hours

- 93% of employers offer work on a full-time basis averaging 40 hours per week.
- 66% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.
- 13% of employers offer work on a seasonal basis averaging 35 hours per week.

Wages

- 53% of employers offer a bonus, tip, commission, and other incentives ranging from \$0.14 to \$7.48 per hour.

Other Related Information Sources

DOT Code # 238.367-038
CA Occupational Guide # 70

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	64%
No	100%	36%

Qualifications

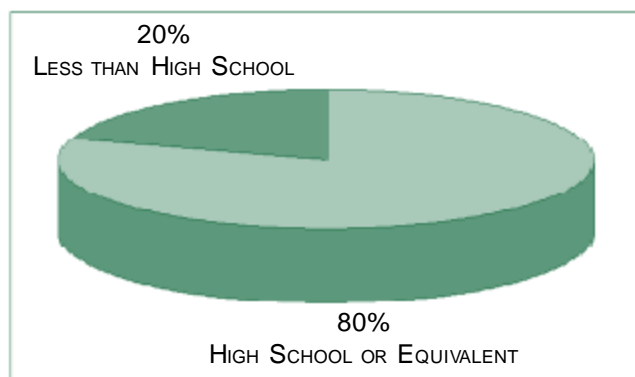
Technical: Ability to follow billing procedures. Ability to write effectively. Record keeping skills. Cash handling skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Good grooming skills. Customer service skills. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$9.97	\$17.26	\$13.62
New Hire, Experienced	\$11.51	\$38.36*	\$19.18
Experienced, 3 Yrs w/firm	\$14.92	\$35.96	\$24.29

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	15%	69%	0%	15%
Dental Insurance	15%	46%	8%	31%
Vision Insurance	0%	31%	8%	62%
Life Insurance	38%	15%	0%	46%
Sick Leave	77%	15%	0%	8%
Vacation	85%	8%	0%	8%
Retirement Plan	0%	54%	0%	46%
Child Care	8%	0%	0%	92%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 55%
- Female - 45%

Projections

Growth Rate

Faster than average
6.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Internet	62%
In-house Promotion/Transfer	62%
Newspaper Ads	54%

Where the Jobs Are

Electronic components and accessories . 8.5%
 Computer and data processing services . 7.4%
 Computer and office equipment 6.3%
 Other 77.8%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard..... 0%

Hours

- 100% of employers offer work on a full-time basis averaging 43 hours per week.

Wages

- 40% of employers offer a bonus or commission ranging from \$0.21 to \$3.45 per hour.

Other Related Information Sources

DOT Code # 163.117-018
 # 164.117-010
 CA Occupational Guide # 276

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	8%
No	0%	92%

Qualifications

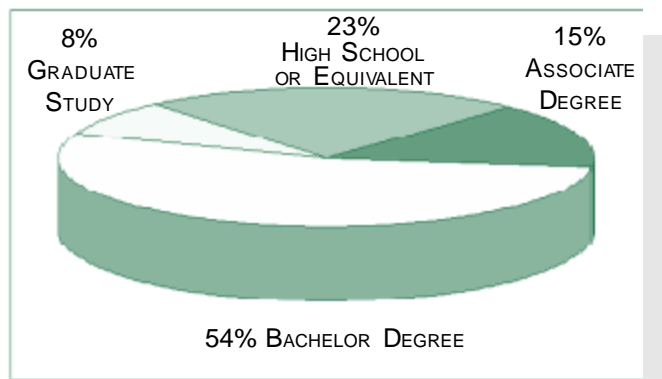
Technical: Ability to manage an activity or department. Ability to analyze and use market research data and reports. Ability to write effectively. Understanding of labor relations practices. Supervisory skills. Media advertising sales skills. Telephone sales technique skills.

Personal: Ability to work independently. Ability to meet deadlines. Ability to maintain good customer relations. Ability to maintain good business relationships. Ability to manage unexpected situations or circumstances. Ability to manage multiple priorities. Willingness to work with close supervision. Willingness to work nights, weekends, holidays. Willingness to travel.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Office Managers coordinate activities of clerical personnel in organizations: Analyzes and organizes office operations and procedures, such as typing, filing, preparation of payroll, requisition of supplies, and other clerical services. Evaluates office production, revises procedures, or devises new forms to improve efficiency of workflow. Establishes uniform correspondence procedures and style practices. Coordinates activities of various clerical departments or workers within a department. Reviews clerical and personnel records to ensure completeness, accuracy, and timeliness. May prepare organizational budget and monthly financial reports. May hire, train, and supervise clerical staff. May compile, store, and retrieve managerial data, using computer.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$8.05	\$14.97	\$14.07
New Hire, Experienced	\$8.00	\$16.18	\$13.75
Experienced, 3 Yrs w/firm	\$12.00	\$17.98	\$15.77

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	53%	33%	0%	0%
Dental Insurance	47%	20%	7%	13%
Vision Insurance	27%	20%	0%	40%
Life Insurance	33%	7%	0%	47%
Sick Leave	80%	0%	0%	7%
Vacation	80%	0%	0%	7%
Retirement Plan	20%	20%	13%	33%
Child Care	0%	0%	0%	87%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 0%
- Female - 100%

Projections

Growth Rate

Faster than average
6.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	93%
Employee Referrals	53%
In-house Promotion/Transfer	47%

Where the Jobs Are

Medical service and health insurance 6.5%
 Elementary and secondary schools 6.3%
 Accounting, auditing & bookkeeping 5.5%
 Other 81.7%

Other Information

Shifts

Day 100%
 Swing 0%
 Graveyard 0%

Hours

- 86% of employers offer work on a full-time basis averaging 41 hours per week.
- 13% of employers offer work on a part-time basis averaging 29 hours per week.

Wages

- 20% of employers offer a bonus or profit sharing ranging from \$0.21 to \$3.45 per hour.

Other Related Information Sources

DOT Code # 169.167-034
 OES Code # 510020, 130140

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	92%	7%
No	8%	93%

Qualifications

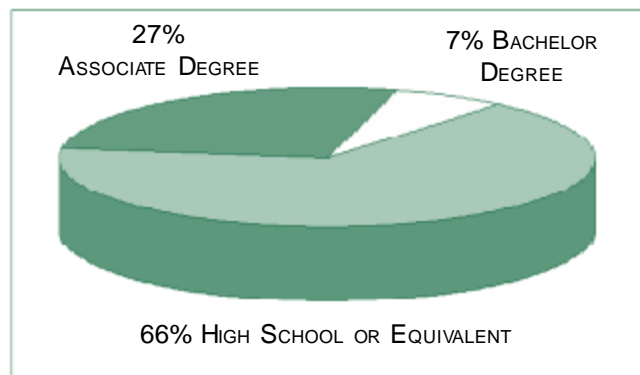
Technical: Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to use word processing software. Ability to write effectively. Ability to type at least 45 wpm. Ability to manage an activity or department. Proofreading skills. Report writing skills. Problem solving skills. Office management skills. Record keeping skills. Supervisory skills.

Personal: Ability to work independently. Ability to pay attention to detail. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Optometric Assistants maintain records, schedule appointments, perform bookkeeping, correspondence and filing, and obtain and record patient's preliminary case histories. They prepare patients for vision examination and assist with examination and work with patients in vision therapy. They may assist patients with frame selection.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$9.00	\$8.00
New Hire, Experienced	\$7.00	\$11.00	\$9.00
Experienced, 3 Yrs w/firm	\$10.00	\$13.00	\$10.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	6%	6%	6%	56%
Dental Insurance	0%	0%	6%	69%
Vision Insurance	31%	6%	0%	38%
Life Insurance	0%	6%	0%	69%
Sick Leave	50%	0%	0%	25%
Vacation	69%	0%	0%	6%
Retirement Plan	13%	0%	6%	56%
Child Care	0%	0%	0%	75%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 6%
- Female - 94%

Projections

Growth Rate

Slower than average
3.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Newspaper Ads	87%
Employee Referrals	80%
Walk-in Applicants	27%

Where the Jobs Are

Offices and clinics of optometrists 100%

Other Information

Shifts

Day 100%
Swing 0%
Graveyard 0%

Hours

- 75% of employers offer work on a full-time basis averaging 39 hours per week.
- 56% of employers offer work on a part-time basis averaging 25 hours per week.
- 6% of employers offer work on a temporary basis averaging 8 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 38% of employers offer a bonus or commission ranging from \$0.07 to \$2.08 per hour.

Other Related Information Sources

DOT Code # 079.364-014
CA Occupational Guide # 470

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	40%	60%
No	60%	40%

Qualifications

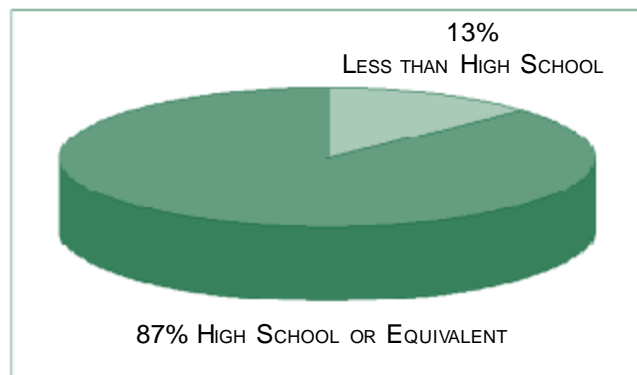
Technical: Ability to use a computer terminal. Ability to write legibly. Record keeping skills. Knowledge of billing procedures. Knowledge of bookkeeping procedures. Knowledge of ocular anatomy. Knowledge of optometric instruments.

Personal: Willingness to work with close supervision. Telephone answering skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Personnel Managers plan and implement policies relating to all phases of personnel activity. Recruits, interviews, and selects employees to fill vacant positions. Plans and conducts employee orientations. Keeps record of insurance coverage, pension plan, and personnel transactions. Conducts or may supervise investigation of accidents and report preparation for insurance carrier, wage surveys, and budget preparation of personnel operations. Writes separation notices and conducts exit interview to determine reasons. Prepares reports and recommendations to reduce absenteeism and turnover. Represents company at personnel-related hearings and investigations. May contract out to provide employee services; supervise clerical workers; administer pre-employment tests; keep records of employee characteristics for reporting purposes; negotiate collective bargaining agreements; or meet with shop stewards/supervisors to resolve grievances.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.00	\$21.10	\$15.55
New Hire, Experienced	\$10.00	\$30.29	\$23.24
Experienced, 3 Yrs w/firm	\$12.00	\$36.97	\$26.29

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	38%	0%	0%
Dental Insurance	56%	38%	0%	0%
Vision Insurance	56%	38%	0%	0%
Life Insurance	75%	13%	0%	6%
Sick Leave	88%	0%	0%	6%
Vacation	94%	0%	0%	0%
Retirement Plan	56%	25%	0%	13%
Child Care	0%	0%	6%	88%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 9%
- Female - 91%

Projections

Growth Rate

Faster than average
5.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	75%
In-house Promotion/Transfer	50%
Internet	50%

Where the Jobs Are

Local government	10.3%
Computer and data processing services .	6.8%
Misc amusement & recreation services	6.4%
Other	76.5%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard.....	0%

Hours

- 94% of employers offer work on a full time basis averaging 41 hours per week.
- 13% of employers offer work on a part time basis averaging 28 hours per week.

Wages

- 19% of employers offer a bonus ranging from \$1.49 to \$9.59 per hour.

Other Related Information Sources

DOT Code # 166.117-018, 166.167-018
 # 166.167-022, 166.167-026
 # 166.167-034
 CA Occupational Guide # 38, 135
 OES Code # 130050, 215110

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%	25%
No	0%	75%

Qualifications

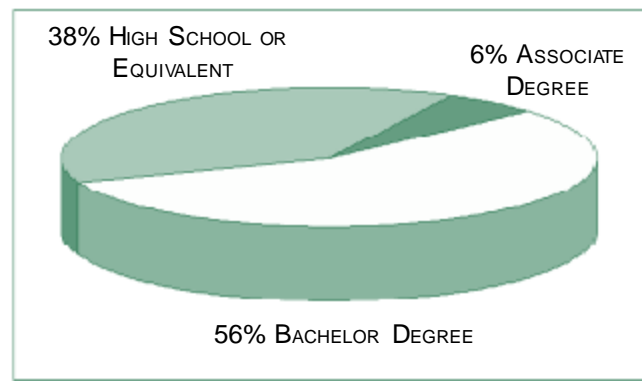
Technical: Ability to write effectively. Ability to manage an activity or department. Ability to explain and follow grievance procedures. Ability to write job specifications. Ability to plan and organize the work of others. Ability to hire and assign personnel. Ability to conduct performance appraisals. Knowledge of personnel classification procedures. Understanding of employee benefit programs. Understanding of labor relations practices. Understanding of the collective bargaining process. Office management skills. Negotiation skills. Personnel recruiting skills. Personnel interviewing skills. Business math skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to motivate others. Willingness to travel. Willingness to work nights, weekends, and holidays. Leadership skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



POLICE PATROL OFFICERS

OES Code 630140

SURVEYED SUMMER 2001

Description

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners, and giving evidence in court.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$14.44	\$18.22	\$16.61
New Hire, Experienced	\$15.18	\$19.47	\$17.30
Experienced, 3 Yrs w/firm	\$16.74	\$22.83	\$19.55

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	13%	88%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 95%
- Female - 5%

Projections

Growth Rate

Slower than average
2.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	75%
Internet	63%
Employee Referrals	63%

Where the Jobs Are

Local government 100%

Other Information

Shifts

Day 100%
Swing 88%
Graveyard 100%
Other 25%

Hours

- 100% of employers offer work on a full time basis averaging 40 hours per week.
- 13% of employers offer work on a temporary basis averaging 5 hours per week.

Other Related Information Sources

DOT Code # 375.263-014
CA Occupational Guide # 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	16%	100%
No	84%	0%

Qualifications

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

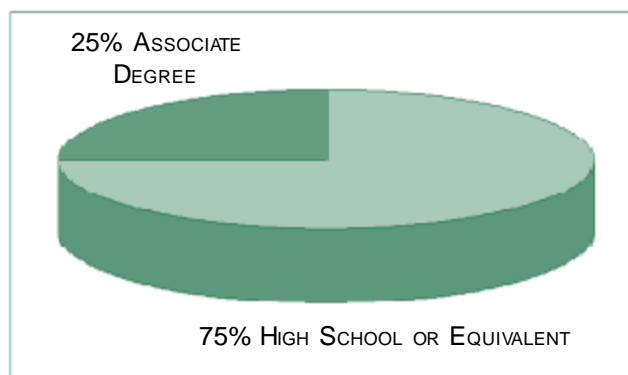
Physical: Ability to pass a pre-employment medical examination. Ability to pass a physical performance test.

Personal: Ability to work independently. Ability to pass psychological interview. Ability to read and comprehend information quickly. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



REGISTERED NURSES

OES CODE 325020

SURVEYED SUMMER 2001

Description

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors or Teachers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$18.30*	\$23.00	\$20.50
New Hire, Experienced	\$14.00	\$26.00	\$20.00
Experienced, 3 Yrs w/firm	\$15.50	\$24.94	\$20.75

*Represents only one firm

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	N/A	N/A	N/A
New Hire, Experienced	\$16.30	\$22.23	\$18.69
Experienced, 3 Yrs w/firm	\$16.30	\$23.51	\$21.34

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	47%	47%	0%	0%
Dental Insurance	60%	27%	0%	7%
Vision Insurance	53%	27%	0%	13%
Life Insurance	67%	20%	0%	7%
Sick Leave	93%	0%	0%	0%
Vacation	87%	0%	0%	7%
Retirement Plan	33%	13%	27%	20%
Child Care	0%	0%	7%	87%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 11%
- Female - 89%

Projections

Growth Rate

Slower than average
3.2% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	100%
Walk-in Applicants	57%
Employee Referrals	57%

Where the Jobs Are

Hospitals	60.2%
Nursing and personal care facilities	12.8%
Offices and clinics of medical doctors ...	9.4%
Other	17.6%

Other Information

Shifts

Day	100%
Swing	53%
Graveyard.....	53%

Hours

- 93% of employers offer work on a full-time basis averaging 39 hours per week.
- 73% of employers offer work on a part-time basis averaging 25 hours per week.
- 40% of employers offer work on a temporary basis averaging 19 hours per week.

Other Related Information Sources

DOT Code # 075.364-010
CA Occupational Guide # 29

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	100%*	13%
No	0%	87%

*Many employers prefer experience, but experience is "not required"

Qualifications

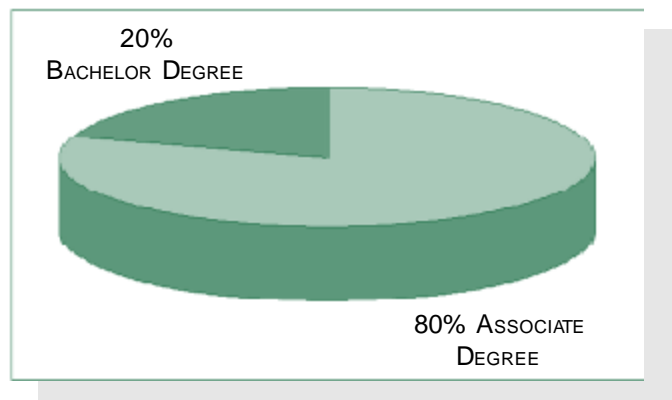
Technical: Ability to complete and explain insurance forms. Ability to plan and organize the work of others. Ability to provide personal services to patients. Ability to administer an electro-cardiograph (EKG) test. Ability to apply transferring techniques moving patients. Ability to write effectively. Record keeping skills. Intensive care treatment skills.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: Licensure by Board of Registered Nursing

Education

Surveyed employers reported the following educational levels required for recent hires:



SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES Code 490112

SURVEYED SUMMER 2001

Description

Retail Salespersons (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include Cashiers.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$7.25	\$6.50
New Hire, Experienced	\$6.25	\$13.81	\$7.50
Experienced, 3 Yrs w/firm	\$7.00	\$20.71	\$9.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	12%	71%	0%	18%
Dental Insurance	12%	71%	0%	18%
Vision Insurance	12%	53%	0%	35%
Life Insurance	24%	29%	0%	47%
Sick Leave	53%	12%	0%	35%
Vacation	71%	18%	0%	12%
Retirement Plan	6%	53%	0%	41%
Child Care	0%	6%	0%	94%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 29%
- Female - 71%

Projections

Growth Rate

Faster than average
5.6% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced		x	

Primary Recruitment Methods

Walk-in Applicants	82%
Employee Referrals	71%
Newspaper Ads	47%

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

17 FIRMS RESPONDED

Where the Jobs Are

Department Stores	18.0%
Miscellaneous shopping goods stores .	16.5%
Lumber and other building materials	7.5%
Retail Stores	6.1%
Other	51.9%

Other Information

Shifts

Day	100%
Swing	35%
Graveyard.....	0%

Hours

- 100% of employers offer work on a full-time basis averaging 39 hours per week.
- 71% of employers offer work on a part-time basis averaging 24 hours per week.
- 6% of employers offer work on a temporary basis averaging 15 hours per week.
- 12% of employers offer work on a seasonal basis averaging 24 hours per week.

Wages

- 18% of employers offer a bonus ranging from \$0.29 to \$0.96 per hour.

Other Related Information Sources

DOT Code # 290.477-014
CA Occupational Guide # 536

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	36%	10%
No	64%	90%

Qualifications

Technical: Ability to write legibly. Ability to write effectively. Ability to use a computer terminal. Ability to make change. Ability to operate a standard cash register. Ability to operate a computerized cash register. Knowledge of sales techniques. Knowledge of inventory techniques.

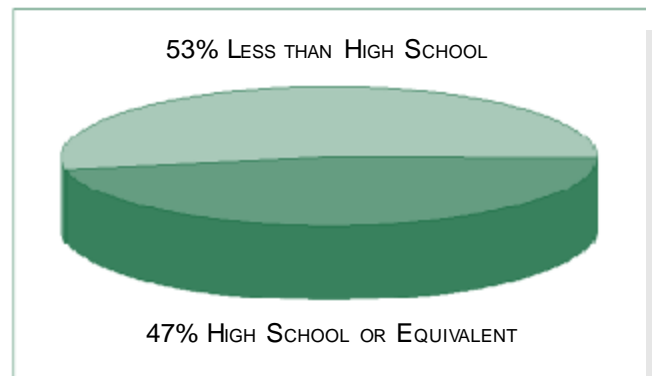
Physical: Ability to stand continuously for prolonged periods. Ability to lift 50 lbs.

Personal: Ability to work independently. Willingness to work with close supervision. Public contact skills. Good grooming skills. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



SHERIFFS AND DEPUTY SHERIFFS

OES CODE 630320

SURVEYED SUMMER 2001

Description

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Does not include Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$11.55	\$14.91	\$13.23
New Hire, Experienced	\$11.36	\$20.01	\$16.48
Experienced, 3 Yrs w/firm	\$14.34	\$22.06	\$18.21

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	80%	20%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	80%	0%	0%	20%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	80%	20%	0%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Medium - 267 to 533 workers

Gender

- Male - 89%
- Female - 11%

Projections

Growth Rate

Slower than average
3.8% annually

Supply and Demand

Difficulty Finding Employees

	<i>None</i>	<i>Moderate</i>	<i>Very</i>
Experienced/Qualified	x		
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	80%
Internet	60%
School/Program Referrals	40%
In-house Promotion/Transfer	40%

SHERIFFS AND DEPUTY SHERIFFS

5 FIRMS RESPONDED

Where the Jobs Are

Local government 100%

Other Information

Shifts

Day 100%
Swing 80%
Graveyard 60%
Other 20%

Hours

- 100% of employers offer work on a full-time basis averaging 42 hours per week.
- 40% of employers offer work on a part-time basis averaging 12 hours per week.
- 20% of employers offer work on a temporary basis averaging 20 hours per week.
- 20% of employers offer work on a seasonal basis averaging 40 hours per week.

Other Related Information Sources

DOT Code # 377.263-010
CA Occupational Guide # 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	60%	67%
No	40%	33%

Qualifications

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

Physical: Ability to work outdoors in all weather conditions. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Emotional stability.

Personal: Ability to work independently. Ability to read and comprehend information quickly. Ability to pass psychological interview. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:

100% HIGH SCHOOL OR EQUIVALENT



STATE-HIGHWAY POLICE OFFICERS

OES CODE 375263018

SURVEYED SUMMER 2001

Description

State-Highway Police Officers patrol State highways within assigned area in vehicle equipped with two-way radio to enforce motor vehicle and criminal laws. Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent. Provides road information and assistance to motorists. Directs activities in accident or disaster area; rendering first aid and restoring traffic to normal. Investigates conditions and causes of accident. Directs traffic in congested areas and serves as escort for funeral processions, military convoys, and parades. Performs general police work by keeping order and apprehending criminals. Appears in court as witness in traffic violations and criminal cases. Keeps records and makes reports regarding activities. May assist law enforcement officers not under state jurisdiction.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$17.34	\$17.34	\$17.34
New Hire, Experienced	\$21.24	\$21.24	\$21.24
Experienced, 3 Yrs w/firm	\$24.59	\$24.59	\$24.59

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	100%	0%	0%	0%
Dental Insurance	100%	0%	0%	0%
Vision Insurance	100%	0%	0%	0%
Life Insurance	100%	0%	0%	0%
Sick Leave	100%	0%	0%	0%
Vacation	100%	0%	0%	0%
Retirement Plan	100%	0%	0%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Small - Less than 267 workers

Gender

- Male - 90%
- Female - 10%

Projections

Growth Rate

Slower than average
3.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified	x		
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	100%
Other	100%

STATE-HIGHWAY POLICE OFFICERS

1 FIRM RESPONDED

Where the Jobs Are

State government 100%

Other Information

Shifts

Day 100%
Swing 100%
Graveyard 100%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.

Other Related Information Sources

DOT Code # 375.263-018
CA Occupational Guide # 457

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	0%	100%
No	100%	0%

Qualifications

Technical: Ability to administer emergency first aid. Ability to understand foreign accents. Ability to write effectively. Verbal presentation skills. Analytical skills. Possession of a Firearms Qualifications Card.

Physical: Ability to work outdoors in all weather conditions. Ability to pass a pre-employment medical examination. Ability to pass a physical performance test. Good vision. Emotional stability.

Personal: Ability to work independently. Ability to read and comprehend information quickly. Ability to pass psychological interview. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:

100% HIGH SCHOOL OR EQUIVALENT



Description

Systems Analysts-Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.78*	\$22.70	\$17.05
New Hire, Experienced	\$11.00	\$28.77	\$19.62
Experienced, 3 Yrs w/firm	\$15.34	\$35.96	\$25.03

*Represents only one firm

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	69%	25%	0%	6%
Dental Insurance	50%	25%	0%	25%
Vision Insurance	44%	19%	0%	38%
Life Insurance	44%	13%	6%	38%
Sick Leave	94%	0%	0%	6%
Vacation	94%	0%	0%	6%
Retirement Plan	44%	25%	0%	31%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 77%
- Female - 23%

Projections

Growth Rate

Much Faster than average
20.4% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced			x

Primary Recruitment Methods

Employee Referrals	75%
Internet	56%
Newspaper Ads	50%
In-house Promotion/Transfer	50%

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

16 FIRMS RESPONDED

Where the Jobs Are

Computer and data processing service	32.7%
Electronic components and accessories ...	18.9%
Computer and office equipment	9.7%
Management and public relations	8.7%
State Government	5.2%
Other	24.8%

Other Information

Shifts

Day	100%
Swing	0%
Graveyard.....	0%

Hours

- 100% of employers offer work on a full-time basis averaging 43 hours per week.
- 6% of employers offer work on a part-time basis averaging 20 hours per week.
- 6% of employers offer work on a temporary basis averaging 10 hours per week.

Wages

- 19% of employers offer a bonus or car allowance ranging from \$.86 to \$3.16 per hour.

Other Related Information Sources

DOT Code # 012.167-066
CA Occupational Guide # 541

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	93%	33%
No	7%	67%

Qualifications

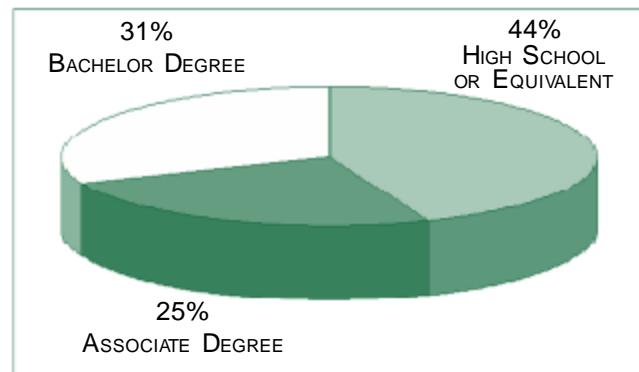
Technical: Ability to prepare flow charts. Ability to use COBOL. Ability to use C programming language. Ability to use database, business applications, scientific applications and engineering applications software. Ability to set-up and maintain multi-user systems. Ability to write effectively. Knowledge of algebra. Knowledge of mainframe and minicomputer hardware and operating systems. Knowledge of UNIX. Understanding of wide and local area networks.

Personal: Ability to work independently. Willingness to work with close supervision. Customer service skills.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school, in preschool, day care center, or other child development facility. May be required to hold State certification.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.25	\$8.00	\$7.25
New Hire, Experienced	\$7.00	\$9.50	\$7.75
Experienced, 3 Yrs w/firm	\$8.50	\$10.65	\$9.25

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	19%	19%	0%	50%
Dental Insurance	19%	6%	0%	63%
Vision Insurance	0%	6%	13%	69%
Life Insurance	6%	6%	0%	75%
Sick Leave	69%	0%	0%	19%
Vacation	69%	0%	0%	19%
Retirement Plan	25%	6%	13%	44%
Child Care	44%	25%	0%	19%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 1%
- Female - 99%

Projections

Growth Rate

Slower than average
3.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified			x
Inexperienced			x

Primary Recruitment Methods

Newspaper Ads	75%
Walk-in Applicants	63%
In-house Promotion/Transfer	44%
Employee Referrals	44%

Where the Jobs Are

Childcare services	84.0%
Other	16.0%

Other Information

Shifts

Day	100%
Swing	6%
Graveyard	6%

Hours

- 88% of employers offer work on a full-time basis averaging 38 hours per week.
- 81% of employers offer work on a part-time basis averaging 24 hours per week.
- 31% of employers offer work on a temporary basis averaging 15 hours per week.
- 6% of employers offer work on a seasonal basis averaging 5 hours per week.

Other Related Information Sources

DOT Code # 092.227-018
CA Occupational Guide # 275

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	86%	73%
No	14%	27%

Qualifications

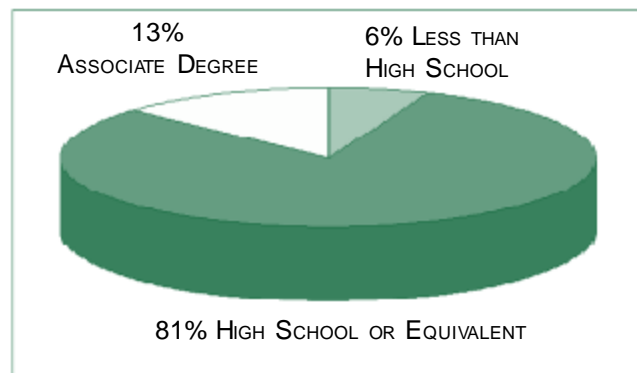
Technical: Ability to operate audiovisual equipment. Ability to administer emergency first aid. Ability to apply principles of recreation. Ability to write effectively. Oral reading skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



Description

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Does not include Special Education Teachers who teach only students with disabilities.

Wages

<i>Union</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$15.34	\$20.27	\$17.16
New Hire, Experienced	\$16.45	\$22.21	\$19.69
Experienced, 3 Yrs w/firm	\$17.02	\$27.95	\$21.76

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	56%	44%	0%	0%
Dental Insurance	69%	31%	0%	0%
Vision Insurance	69%	31%	0%	0%
Life Insurance	38%	13%	13%	38%
Sick Leave	100%	0%	0%	0%
Vacation	6%	0%	0%	94%
Retirement Plan	31%	56%	13%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 19%
- Female - 81%

Projections

Growth Rate

Slower than average
1.7% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	81%
Colleges/Universities	75%
Internet	56%

TEACHERS - ELEMENTARY SCHOOL

16 FIRMS RESPONDED

Where the Jobs Are

Elementary and secondary schools 98.8%
Other 1.2%

Other Information

Shifts

Day 100%
Swing 0%
Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 36 hours per week.
- 94% of employers offer work on a part-time basis averaging 18 hours per week.
- 19% of employers offer work on a temporary basis averaging 22 hours per week.

Wages

- 13% of employers offer an educational stipend ranging from \$0.27 to \$0.47 per hour.

Other Related Information Sources

DOT Code # 092.227-010
CA Occupational Guide # 10

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	30%	22%
No	70%	78%

Qualifications

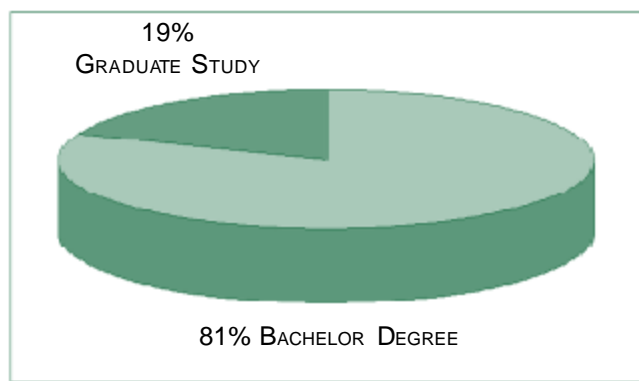
Technical: Ability to administer emergency first aid. Ability to write effectively. Knowledge of algebra. Audiovisual teaching skills. Artistic skills. Musical skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills. Possession of a State Teachers' Certificate.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

Legally Mandated Requirements: Requires licensure as a Multiple Subject Teacher

Education

Surveyed employers reported the following educational levels required for recent hires:



TEACHERS - SECONDARY SCHOOL

OES CODE 313080

SURVEYED SUMMER 2001

Description

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, Mathematics, or Social Studies. Vocational high school teachers included. Does not include Special Education Teachers who teach only students with disabilities.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$10.55	\$24.00	\$17.74
New Hire, Experienced	\$11.51	\$29.00	\$19.18
Experienced, 3 Yrs w/firm	\$12.47	\$32.00	\$19.18

<i>Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$16.30	\$19.76	\$17.90
New Hire, Experienced	\$15.99	\$24.66	\$19.18
Experienced, 3 Yrs w/firm	\$16.27	\$23.26	\$21.37

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	67%	33%	0%	0%
Dental Insurance	75%	25%	0%	0%
Vision Insurance	75%	17%	0%	8%
Life Insurance	50%	17%	0%	33%
Sick Leave	92%	0%	0%	8%
Vacation	42%	0%	0%	58%
Retirement Plan	25%	67%	8%	0%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Very Large - More than 1156 workers

Gender

- Male - 49%
- Female - 51%

Projections

Growth Rate

Slower than average
2.8% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced		x	

Primary Recruitment Methods

Colleges/Universities	75%
Internet	67%
Newspaper Ads	50%

TEACHERS - SECONDARY SCHOOL

12 FIRMS RESPONDED

Where the Jobs Are

Elementary and secondary schools 100%

Other Information

Shifts

Day 100%
Swing 17%
Graveyard 0%

Hours

- 100% of employers offer work on a full-time basis averaging 37 hours per week.
- 83% of employers offer work on a part-time basis averaging 17 hours per week.

Wages

- 25% of employers offer an educational stipend ranging from \$0.24 to \$0.59 per hour.

Other Related Information Sources

DOT Code # 091.227-010
CA Occupational Guide # 57

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	50%	56%
No	50%	44%

Qualifications

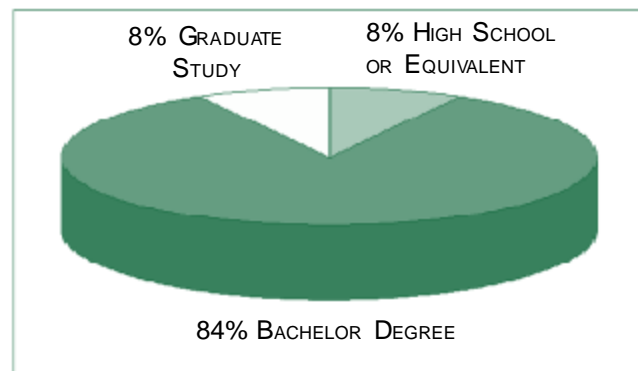
Technical: Ability to administer emergency first aid. Ability to perform advanced mathematical computations. Ability to write effectively. Audiovisual teaching skills. Supervisory skills. Classroom management skills. Record keeping skills. Problem solving skills. Possession of a State Teachers' Certificate.

Personal: Ability to work independently. Ability to work under pressure. Ability to exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Public contact skills. Possession of a clean police record.

Legally Mandated Requirements: Requires licensure as a Single Subject Teacher

Education

Surveyed employers reported the following educational levels required for recent hires:



T RAFFIC, S HIPPING AND R ECEIVING C LERKS

OES Code 580280

SURVEYED SUMMER 2001

Description

Traffic, Shipping and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks whose primary duties involve weighing and checking.

Wages

<i>Non-Union/Collective Bargaining</i>	<i>Low</i>	<i>High</i>	<i>Median</i>
New Hire, No Experience	\$6.50	\$12.00	\$8.00
New Hire, Experienced	\$7.00	\$10.00	\$9.00
Experienced, 3 Yrs w/firm	\$7.50	\$17.00	\$11.00

Benefits

<i>Full-Time Employment</i>	<i>Employer Pays All</i>	<i>Share Cost</i>	<i>Employee Pays All</i>	<i>Not Provided</i>
Medical Insurance	40%	53%	0%	7%
Dental Insurance	40%	33%	7%	20%
Vision Insurance	27%	27%	0%	47%
Life Insurance	40%	0%	0%	60%
Sick Leave	67%	7%	0%	27%
Vacation	80%	7%	0%	13%
Retirement Plan	33%	33%	0%	33%
Child Care	0%	0%	0%	100%

Size of Occupation

Range

- Large - 534 to 1156 workers

Gender

- Male - 59%
- Female - 41%

Projections

Growth Rate

Faster than average
5.3% annually

Supply and Demand

Difficulty Finding Employees

	None	Moderate	Very
Experienced/Qualified		x	
Inexperienced	x		

Primary Recruitment Methods

Newspaper Ads	73%
Employee Referrals	53%
Walk-in Applicants	53%

T RAFFIC, S HIPPING AND R ECEIVING C LERKS

15 FIRMS RESPONDED

Where the Jobs Are

Federal government	9.7%
Personnel supply services	8.4%
Department stores	8.4%
Other	73.5%

Other Information

Shifts

Day	100%
Swing	13%
Graveyard	0%

Hours

- 100% of employers offer work on a full-time basis averaging 40 hours per week.
- 13% of employers offer work on a temporary basis averaging 23 hours per week.
- 6% of employers offer work on a seasonal basis averaging 40 hours per week.

Wages

- 20% of employers offer a bonus ranging from \$0.09 to \$0.96 per hour.

Other Related Information Sources

DOT Code # 222.387-050
CA Occupational Guide # 63

Employer Requirements

Experience

	Work Experience Required	Training as a Substitute for Experience
Yes	55%	64%
No	45%	36%

Qualifications

Technical: Ability to operate forklift. Ability to plan and organize the work of others. Ability to use the US and private parcel post service. Ability to write effectively. Ability to type at least 30 wpm. Understanding of inventory techniques. Record keeping skills. Possession of a valid driver's license.

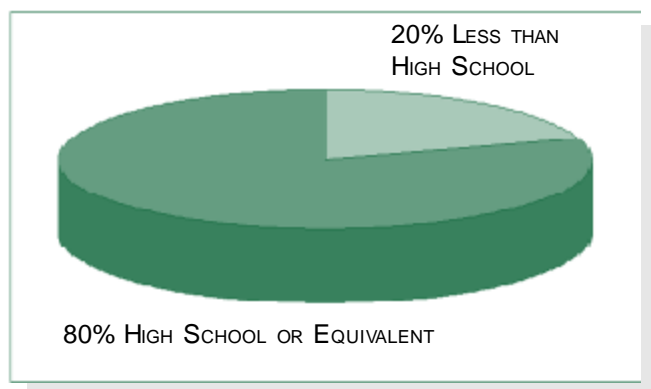
Physical: Ability to stand continuously for 2 or more hours. Ability to lift at least 60 lbs. repeatedly.

Personal: Ability to work independently. Ability to work under pressure. Willingness to work with close supervision.

Legally Mandated Requirements: None identified

Education

Surveyed employers reported the following educational levels required for recent hires:



VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

Cosumnes River College - El Dorado Center
Lake Tahoe Community College
Sierra College, Nevada County Campus
Sierra College, Rocklin Campus

REGIONAL OCCUPATIONAL PROGRAMS (ROP)

Central Sierra ROP
49er ROP

ADULT EDUCATION

Nevada Union Adult Education
Placer School for Adults
Roseville Adult School

PRIVATE SCHOOLS

Auburn Gardens Care Center
Auburn School of Health & Wellness
California College of Ayurveda
California Motel Training
California Paralegal College
Chapman University - Diamond Springs Learning Center
Clinical Touch School of Massage Therapy
Gateway College of Naturopathy and Natural Therapeutics
Heald College, Roseville Campus
Healing Arts Institute
InnerQuest School of Hypnotherapy
Jerry Lee Beauty College
Lake Tahoe Massage School
New Directions Learning Center
Northern California Training Institute
Phillips School of Massage
Spirit Winds School of Thai Massage and International Healing Center
The Body Institute
Truckee Tahoe Training
United Food & Commercial Workers Apprenticeship
William Jessup University

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

COSUMNES RIVER COLLEGE - EL DORADO CENTER

6699 Campus Drive
Placerville, CA 95667
(530) 642-5644 Phone
(530) 642-5652 Fax
www.losrios.edu

Programs Offered

Accounting	General Education - Transfer
Administration of Justice	Human Services
Administrative Assistant	Geology
Art	Journalism
Automotive Mechanics Technology	Management Information Services
Business Administration	Office Administration
Business - General	Real Estate
Business - Transfer	Science, Mathematics and Engineering
Computer Information Science	Small Business Management
Early Childhood Education	Social Sciences - General
Fire Technology	Telecommunications Technology

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	No	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	No	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved.....	Yes

Other Information

Cost	\$18.00/unit
Other Fees	Books
Time to Complete Program.....	1 - 2 years
Entrance Requirements.....	18 years old or high school diploma/GED
Received upon Completion	Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

LAKE TAHOE COMMUNITY COLLEGE

One College Drive
So. Lake Tahoe, CA 96150
(530) 541-4660 Phone
(530) 541-7852 Fax
www.ltcc.edu

Programs Offered

Addiction Studies
Art
Business
Business Office Administration
Computer Studies
Criminal Justice
Culinary Arts
Culinary Arts - Advanced
Early Childhood Education
English
Fire Science

Health, Physical Education and Dance
Humanities
Liberal Arts
Mathematics
Medical Office Assistant
Natural Science
Psychology
Social Science
Spanish
Photography
Visual and Performing Arts

Available Services

Financial Aid/Assistance Yes
Public Transit Nearby Yes
Child Care Services On-Site Yes
Job Placement Assistance Yes
Career Counseling Yes
Vocational Evaluation Yes
Academic Advising Yes

Tutorial Services Yes
ESL Course/Program Yes
GED Assistance Yes
Disabled Services Yes
Learning Disabilities Yes
Distance/Online Learning Yes
Veteran Assistance/Approved..... Yes

Other Information

Cost \$12.00/unit
Other Fees Books
Time to Complete Program..... 1 - 2 years
Entrance Requirements 18 years old or high school diploma/GED
Received upon Completion Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

SIERRA COLLEGE - NEVADA COUNTY CAMPUS

250 Sierra College Drive
Grass Valley, CA 95945
(530) 274-5300 Phone
(530) 274-5324 Fax
www.sierracollege.edu

Programs Offered

Applied Art & Design - Graphic Design, Illustration, Multimedia
Art

Business - General

Child Development Teacher

Communication Studies - Graphic Design

Communication Studies - Oral Concentration

Computer Applications

Computer Information Systems

Humanities

Liberal Arts

Natural Science

Office Technology - Admin. Support

Social Science

Available Services

Financial Aid/Assistance Yes

Public Transit Nearby Yes

Child Care Services On-Site No

Job Placement Assistance Yes

Career Counseling Yes

Vocational Evaluation Yes

Academic Advising Yes

Tutorial Services Yes

ESL Course/Program No

GED Assistance No

Disabled Services Yes

Learning Disabilities Yes

Distance/Online Learning Yes

Veteran Assistance/Approved..... Yes

Other Information

Cost \$18.00/unit

Other Fees Books

Time to Complete Program..... 1 - 2 years

Entrance Requirements..... 18 years old or high school diploma/GED

Received upon Completion Associate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

COMMUNITY COLLEGES

SIERRA COLLEGE - ROCKLIN CAMPUS

5000 Rocklin Road
Rocklin, CA 95677
(916) 781-0430 Phone
(916) 781-0403 Fax
www.sierracollege.edu

Programs Offered

Accounting	Fashion Merchandising
Administration of Justice	Fire Technology
Agricultural, General, Suburban	Forestry
Animal Husbandry	General Studies
Apparel Design & Production	Geology
Applied Art and Design - Graphic Design	Horticulture, Environmental
Applied Art and Design - Illustration	Humanities
Applied Art and Design - Multimedia	Liberal Arts
Art	Management
Automotive Technology	Marketing
Biological Sciences	Medical Office Assistant
Business Administration	Medical Transcription
Business General	Metals/Manufacturing Technology
Chemistry	Music
Child Development Teacher	Natural Science
Communication Studies	Nursing - Registered, Vocational
Computer Information Systems	Office Technology
Computer Integrated Electronics	Philosophy
Computer Science	Photography
Construction Technology	Physics
Design Drafting - CAD Specialist	Real Estate
Equine Studies	Social Science

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program.....	Yes
Child Care Services On-Site	Yes	GED Assistance	Yes
Job Placement Assistance	Yes	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Other Information

Cost\$18.00/unit
Other FeesBooks
Time to Complete Program.....1 - 2 years
Entrance Requirements18 years old or high school diploma/GED
Received upon CompletionAssociate degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

ROP

CENTRAL SIERRA REGIONAL OCCUPATIONAL PROGRAM - EL DORADO COUNTY

4675 Missouri Flat Road
Placerville, CA 95667
(530) 621-0123 Phone
(530) 642-0287 Fax

Mailing Address:
P.O. Box 1450
Diamond Springs, CA 95619

Programs Offered

Animal Health
Architect - CAD Drafting
Automotive Services, Body
Automotive Services, Engine
Building Construction, Light
Cabinetmaking
Careers with Children
Computer Studies
Computer Technician
Cosmetology
Culinary Arts
Dental Assistant/Dental X-Ray Technician

Electronics
Fire Control Technician
Graphic Arts/Printing
Hospital Occupations
Law Enforcement
Manicuring
Marketing
Medical Assisting
Metal Fabrication/Welding
Photography
Video Production

Available Services

Financial Aid/Assistance No
Public Transit Nearby Yes
Child Care Services On-Site No
Job Placement Assistance No
Career Counseling Yes
Vocational Evaluation Yes
Academic Advising No

Tutorial Services No
ESL Course/Program No
GED Assistance No
Disabled Services No
Learning Disabilities No
Distance/Online Learning No
Veteran Assistance/Approved..... Yes

Other Information

Cost \$40.00 to \$285.00/semester
Other Fees Books/material fees or deposit
Time to Complete Program..... 2 to 11 months
Entrance Requirements..... 16 years or older
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ROP

49ER REGIONAL OCCUPATIONAL PROGRAM - NEVADA AND PLACER COUNTY

360 Nevada Street
Auburn, CA 95603
(530) 889-5949 Phone
(530) 887-1704 Fax
www.49errop.com

Programs Offered

A+ Certification	Digital Video
Accounting	Electronics - Advanced
Animal and Veterinary Careers	Emergency Medical Careers
Architectural Design	Engineering Technology
Automotive Services	Financial Services Careers
Automotive Technology	Fire Science Careers
Business Entrepreneurship	Graphic Communications - Art
Business Information Technology	Health Careers
Business Operations and Management	Information Technology Essentials
Careers in Education	Marketing and Sales Careers
Careers with Children	Medical Assisting
Computer Animation	Medical Terminology
Computer Maintenance and Networking Essentials	Network Technology - Cisco Systems Training
Computer Studies	Nurse Assistant/Home Health Aide
Construction Technology	Sports Medicine
Cosmetology	Video Production
Dental Careers	Web Page Design

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program.....	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

Other Information

Cost	\$75.00/semester plus class registration fee
Other Fees	Books/material fees or deposit
Time to Complete Program.....	1 - 2 semesters
Entrance Requirements	16 years or older
Received upon Completion	Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ADULT EDUCATION

NEVADA UNION ADULT EDUCATION - NEVADA COUNTY

350 Buena Vista Avenue
Grass Valley, CA 95945
(530) 272-2643 Phone
(530) 272-3422 Fax

Programs Offered

Emergency Medical Technician
Welding (Beginning and Advanced)

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance	No	Disabled Services	Yes
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved.....	No

Other Information

Cost \$60.00 to \$100.00
Other Fees Books/material fees or deposit
Time to Complete Program..... 4 to 8 months
Entrance Requirements..... 18 years or older
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

ADULT EDUCATION

PLACER SCHOOL FOR ADULTS - PLACER COUNTY

390 Finley Street
Auburn, CA 95603
(530) 885-8585 Phone
(530) 823-1406 Fax
[www.puhsd.k12.ca.us/
adult](http://www.puhsd.k12.ca.us/adult)

Programs Offered

Auto CAD – Levels I, II, III & Design/Molding	In-Home Caregiver Program (I, II, III)
Automated Accounting - Quickbooks	Microsoft Office Applications
Automotive Repair	Operating Systems - Macintosh
Computer and Office Skills (Passage)	Paralegal
Cosmetology/Manicurist *Call for cost information	Web Design (FrontPage & HTML)
Desktop Publishing (Microsoft Publisher I, II)	Welding
Graphic Design (PhotoShop I, II)	Woodworking

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program.....	Yes
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance	Yes	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	Yes
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Other Information

Cost\$59.00 to \$179.00
Other FeesMaterial fees/lab fees
Time to Complete Program..... 12 hours to 12 months
Entrance Requirements 18 years or older
Received upon CompletionCertificate of completion

VOCATIONAL TRAINING DIRECTORY

ADULT EDUCATION

ROSEVILLE ADULT SCHOOL - PLACER COUNTY

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952 Phone
(916) 782-4361 Fax
www.ras.rjUSD.k12.ca.us

Programs Offered

Accounting Clerk, Computerized
Cosmetologist/Esthetician *Call for cost information

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved.....	No

Other Information

Cost	\$200.00
Other Fees	Books/material fees or deposit
Time to Complete Program.....	12 months
Entrance Requirements.....	18 years or older. Cosmetologist/Esthetician - check with school
Received upon Completion	Certificate of completion. Cosmetologist/Esthetician; Licensed Cosmetologist after passing State Board

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

AUBURN GARDENS CARE CENTER

Available Services

Financial Aid/Assistance No	Tutorial Services No
Public Transit Nearby Yes	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services No
Career Counseling No	Learning Disabilities No
Vocational Evaluation No	Distance/Online Learning No
Academic Advising No	Veteran Assistance/Approved Yes

260 Racetrack Street
Auburn, CA 95603
(530) 885-7051 Phone
(530) 885-6018 Fax

Programs Offered

Nursing Aide Training

Other Information

Cost.....	Call for cost information
Other Fees	Call for other fee information
Time to Complete Program.....	12 weeks
Entrance Requirements.....	18 years old. Read and write English
Received upon Completion	Certificate of completion

AUBURN SCHOOL OF HEALTH & WELLNESS

11960 Heritage Oak Place,
St. 4B
Auburn, CA 95603
(530) 823-6905 Phone
(530) 823-6935 Fax
www.ashw.net

Available Services

Financial Aid/Assistance No	Tutorial Services No
Public Transit Nearby Yes	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services No
Career Counseling Yes	Learning Disabilities No
Vocational Evaluation No	Distance/Online Learning No
Academic Advising Yes	Veteran Assistance/Approved No

Programs Offered

Acupressure Practitioner
Cranio Sacral Practitioner
Deep Tissue Therapist
Holistic Health Therapist
Integrative Massage Therapist
Lymphatic Therapist
Massage Practitioner
NLP Practitioner
Somatic Therapist/Advanced
Wellness Consultant

Other Information

Cost	\$1,000.00 - \$10,150.00
Other Fees	None
Time to Complete Program.....	1 months to 3 years
Entrance Requirements.....	17 years old, good health, speak & write English
Received upon Completion	Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

CALIFORNIA COLLEGE OF AYURVEDA

1117 A East Main Street
Grass Valley, CA 95945
(530) 274-9100 Phone
(530) 274-7350 Fax
www.ayurvedacollege.com

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	No	Disabled Services	No
Career Counseling	No	Learning Disabilities Program....	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

Programs Offered

Clinical Ayurvedic Specialist

Other Information

Cost	\$9,500.00 to \$10,100.00
Other Fees	Application/registration/book/ material/equipment fees
Time to Complete Program.....	27 months
Entrance Requirements.....	High school diploma/GED
Received upon Completion	Certificate of completion

CALIFORNIA MOTEL TRAINING

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	Yes
Academic Advising	No	Veteran Assistance/Approved	Yes

801 Riverside Avenue,
Ste. 104
Roseville, CA 95678
(916) 791-8250 Phone
(916) 791-8261 Fax
www.californiamoteltraining.com

Programs Offered

Hospitality Industry Management Training

Other Information

Cost	\$3,950.00
Other Fees	None
Time to Complete Program.....	5 weeks
Entrance Requirements.....	21 years old, high school diploma/GED
Received upon Completion	Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

CALIFORNIA PARALEGAL COLLEGE

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

461 Grass Valley Hwy,
Ste. 18
Auburn, CA 95603
(530) 888-7561 Phone
(530) 272-5768 Fax

Programs Offered

Paralegal

Other Information

Cost.....	\$6,287.00
Other Fees	None
Time to Complete Program.....	10 months
Entrance Requirements.....	18 years old, high school diploma/GED
Received upon Completion	Degree or certificate of completion

CHAPMAN UNIVERSITY - DIAMOND SPRINGS LEARNING CENTER

694 Pleasant Valley
Road, Ste.7
Diamond Springs, CA
95619
(530) 621-1708 Phone
(530) 621-0117 Fax
www.chapman.edu

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	No	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	Yes
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Programs Offered

Education (Graduate)
Education - Masters of Teaching
Psychology (Undergraduate)
Social Science (Undergraduate)
Teaching Credentialing-Multiple Subject
Teaching Credentialing-Single Subject

Other Information

Cost	Call for cost information
Other Fees	Call for other fee information
Time to Complete Program.....	24 to 48 months
Entrance Requirements.....	University transfer student
Received upon Completion	Degree or certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

CLINICAL TOUCH SCHOOL OF MASSAGE THERAPY

6815 Five Star Blvd.,
Ste. 105
Rocklin, CA 95677
(916) 630-1215 Phone
(916) 630-7616 Fax

Available Services

Financial Aid/Assistance No	Tutorial Services Yes
Public Transit Nearby Yes	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services No
Career Counseling No	Learning Disabilities Program.... No
Vocational Evaluation No	Distance/Online Learning No
Academic Advising No	Veteran Assistance/Approved No

Programs Offered

Massage Therapy I
Massage Therapy II

Other Information

Cost \$1,150.00
Other Fees None
Time to Complete Program..... 10 weeks
Entrance Requirements..... 18 years old or high school
diploma/GED, good health
Received upon Completion Certificate of completion

GATEWAY COLLEGE OF NATUROPATHY AND NATURAL THERAPEUTICS

Available Services

Financial Aid/Assistance No	Tutorial Services No
Public Transit Nearby No	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services No
Career Counseling No	Learning Disabilities No
Vocational Evaluation Yes	Distance/Online Learning No
Academic Advising No	Veteran Assistance/Approved No

4830 Holly Drive
Shingle Springs, CA
95682
(530) 677-3247 Phone
(530) 676-4608 Fax
www.gatewaycollege.com

Programs Offered

Kinesiology Practitioner - P.R.A.N.A.
Naturopathic Practitioner - Traditional

Other Information

Cost \$3,750.00 - \$8,200.00
Other Fees Books and equipment
Time to Complete Program..... 18 to 48 months
Entrance Requirements..... 21 years or older
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

HEALD COLLEGE - ROSEVILLE CAMPUS

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	Yes
Job Placement Assistance ...	Yes	Disabled Services	Yes
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

7 Sierra Gate Plaza
Roseville, CA 95678
(916) 789-8600 Phone
(916) 789-8630 Fax
www.heald.edu

Programs Offered

3ds Max
Business - Accounting
Business - Criminal Justice
Business - Sales and Marketing
Business - Software Technologies
Business Administration
IT Network Systems Administration
Medical Office Administration
Networking Technology - Cisco Systems
Networking Technology - Microsoft
Windows 2000-MCSE
Office Skills Certification

Other Information

Cost \$3,500.00 - \$23,100.00
Other Fees Book fees
Time to Complete Program..... 6 to 18 months
Entrance Requirements 18 years old, high school diploma/GED, certification of completion of home study program, state certificate, pass entrance exam
Received upon Completion Diploma or associate in applied science degree

HEALING ARTS INSTITUTE

112 Douglas Blvd.
Roseville, CA 95678
(916) 782-1275 or
1 (800) 718-6824 Phone
(916) 783-4258 Fax

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	No	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

Programs Offered

Accupressure Massage Training
Certified Massage Therapy Training

Other Information

Cost \$1,275.00 - \$1,468.00
Other Fees Books/material/regis. fees
Time to Complete Program..... 3 to 16 weeks
Entrance Requirements..... 18 years old
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

INNERQUEST, SCHOOL OF HYPNOTHERAPY

1215 High St., Ste.102
Auburn, CA 95603
(530) 889-8505 Phone
(530) 889-8946 Fax
www.thequalityoflife.com

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	No	Disabled Services	No
Career Counseling	No	Learning Disabilities Program....	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

Programs Offered

Certified Master Hypnotherapist

Other Information

Cost	\$2,700.00
Other Fees	None
Time to Complete Program.....	9 months
Entrance Requirements.....	18 years or older
Received upon Completion	Certificate

JERRY LEE BEAUTY COLLEGE

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

200 Whyte Avenue
Roseville, CA 95661
(916) 726-5577 Phone
(916) 726-3213 Fax

Programs Offered

Cosmetology
Esthetician
Manicurist
Teacher Training

Other Information

Cost	\$1,500.00 - \$5,575.00
Other Fees	None
Time to Complete Program.....	15 weeks to 16 months
Entrance Requirements.....	16 years or older, pass assessment exam
Received upon Completion	Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

LAKE TAHOE MESSAGE SCHOOL

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	Yes	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	No

P.O. Box 9927
S. Lake Tahoe, CA 96158
(530) 554-1227 Phone

[www.laketahoemassage
school.com](http://www.laketahoemassage
school.com)

Programs Offered

Deep Tissue and Chronic Pain Massage
Massage Practitioner Program
Shiatsu/Craniosacral/Spa and Hot Stone
Massage
Sports Massage and Sports Injuries

Other Information

Cost..... \$550.00 - \$1,725.00
Other Fees None
Time to Complete Program..... 6 to 12 weeks
Entrance Requirements..... 18 years old, high school
diploma/GED
Received upon Completion Certificate of completion

NEW DIRECTIONS LEARNING CENTER

151 N. Sunrise Ave.,
Ste. 1107
Roseville, CA 95661
(916) 788-1575 Phone
(916) 788-1675 Fax
www.ndlchome.com

Available Services

Financial Aid/Assistance	No	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	Yes	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	Yes

Programs Offered

Administrative Assistant
Billing Clerk/Advanced Billing Clerk
Bookkeeper (Computerized Accounting)
Computerized Office Systems
Customer Service Clerk
Dispatcher
General Clerk/Bilingual
Health Unit Coordinator
Medical Receptionist
Medical Transcriber

Other Information

Cost \$2,400.00 - \$5,095.00
Other Fees None
Time to Complete Program..... 8 to 30 weeks
Entrance Requirements..... 16 years old, school entrance
exam
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

NORTHERN CALIFORNIA TRAINING INSTITUTE

333 Sunrise Ave.,
Ste. 500
Roseville, CA 95661
(916) 960-6284 Phone
(916) 961-6296 Fax
www.ncti-online.com

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	Yes	Disabled Services	No
Career Counseling	No	Learning Disabilities Program....	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

Programs Offered

911 Dispatch/Emergency Communications
Emergency Medical Technician
Paramedic

Other Information

Cost	\$1,595.00 - \$7,400.00
Other Fees	Call for information
Time to Complete Program.....	8 weeks to 12 months
Entrance Requirements	18 years or older, high school graduate/GED. Paramedic prerequisite - Possess CPR, EMT I, EMT B, EMT II
Received upon Completion	Certificate of completion

PHILLIPS SCHOOL OF MASSAGE

Available Services

Financial Aid/Assistance	No	Tutorial Services	Yes
Public Transit Nearby	Yes	ESL Course/Program	No
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	No	Disabled Services	No
Career Counseling	Yes	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	No	Veteran Assistance/Approved	No

101 B Broad Street
P.O. Box 1999
Nevada City, CA 95959
(530) 265-4645 Phone
(530) 265-9485 Fax
www.handsinharmony.com

Programs Offered

Massage Therapy
Certified Massage Therapy (CMT)

Other Information

Cost	\$1,000.00 to \$5,275.00
Other Fees	None
Time to Complete Program.....	3 weeks to 12 months
Entrance Requirements.....	18 years or older or permission from guardian
Received upon Completion	Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

SPIRIT WINDS SCHOOL OF THAI MASSAGE & INTERNATIONAL HEALING CENTER

Available Services

Financial Aid/Assistance No	Tutorial Services No
Public Transit Nearby Yes	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services No
Career Counseling No	Learning Disabilities No
Vocational Evaluation No	Distance/Online Learning No
Academic Advising No	Veteran Assistance/Approved No

11186 White Oak Way
Nevada City, CA 95959
(530) 265-4678 Phone
(530) 265-0782 Fax
www.spiritwinds.net

Programs Offered

Traditional Thai Massage

Other Information

Cost \$975.00
Other Fees None
Time to Complete Program..... 3 weeks
Entrance Requirements..... 18 years or older
Received upon Completion Certificate of completion

THE BODY INSTITUTE

8331 Sierra College Blvd.,
Ste. 210
Granite Bay, CA 95746
(916) 791-1951 Phone
(916) 791-0119 Fax
www.bodyinstitute.com

Available Services

Financial Aid/Assistance Yes	Tutorial Services Yes
Public Transit Nearby Yes	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services Yes
Career Counseling Yes	Learning Disabilities No
Vocational Evaluation No	Distance/Online Learning No
Academic Advising Yes	Veteran Assistance/Approved No

Programs Offered

Therapeutic Massage

Other Information

Cost \$1,700 - \$3,100
Other Fees None
Time to Complete Program..... 5 months to 2 years
Entrance Requirements..... 18 years old or high school diploma/GED
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

TRUCKEE TAHOE TRAINING

10015 Palisades Dr.,
Ste. 3
Truckee, CA 96161
(530) 582-0361 Phone
(530) 587-3827 Fax
www.tttschoolgo.com

Available Services

Financial Aid/Assistance No	Tutorial Services No
Public Transit Nearby Yes	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services Yes
Career Counseling No	Learning Disabilities No
Vocational Evaluation Yes	Distance/Online Learning No
Academic Advising No	Veteran Assistance/Approved No

Programs Offered

Computer Systems - Hardware &
Software Setup
Introduction to Internet/Graphics
Office Preparation
Spreadsheet and Accounting
Word Processing and Keyboarding

Other Information

Cost Call for information
Other Fees Call for information
Time to Complete Program..... 2 to 4 weeks
Entrance Requirements..... 18 years old, high school
diploma/GED
Received upon Completion Certificate of completion

UNITED FOOD & COMMERCIAL WORKERS APPRENTICESHIP

Available Services

Financial Aid/Assistance No	Tutorial Services No
Public Transit Nearby No	ESL Course/Program No
Child Care Services On-Site No	GED Assistance No
Job Placement Assistance ... No	Disabled Services No
Career Counseling No	Learning Disabilities No
Vocational Evaluation No	Distance/Online Learning No
Academic Advising No	Veteran Assistance/Approved No

2200 Professional Dr.,
Ste. 190
Roseville, CA 95661
(916) 786-0588 Phone
(916) 786-0958 Fax

Programs Offered

Meatcutters Apprenticeship

Other Information

Cost \$100.00
Other Fees None
Time to Complete Program..... 2 to 2 1/2 years
Entrance Requirements..... Call for information
Received upon Completion Certificate of completion

VOCATIONAL TRAINING DIRECTORY

PRIVATE SCHOOLS

WILLIAM JESSUP UNIVERSITY

Available Services

Financial Aid/Assistance	Yes	Tutorial Services	No
Public Transit Nearby	Yes	ESL Course/Program	Yes
Child Care Services On-Site	No	GED Assistance	No
Job Placement Assistance ...	No	Disabled Services	No
Career Counseling	No	Learning Disabilities	No
Vocational Evaluation	No	Distance/Online Learning	No
Academic Advising	Yes	Veteran Assistance/Approved	Yes

333 Sunset Blvd.
Rocklin, CA 95765
(916) 624-3636 Phone
(916) 624-1722 Fax
www.sjchristian.edu

Programs Offered

Christian Leadership/Bible & Theology
Management and Ethics/Bible & Theology

Other Information

Cost Call for cost information
Other Fees Call for fee information
Time to Complete Program..... 2 to 4 years
Entrance Requirements Call for information
Received upon Completion Degree and certificate of completion

DEFINITIONS AND TERMINOLOGY

APPENDIX

Occupational Title and Definition

Occupations are listed alphabetically by their Occupational and Employment Statistics (OES) Standard Occupational Classification (SOC) titles. The definition of each occupation is included.

Wages and Benefits

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The ranges are based primarily on employer surveys and contacts with unions. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include

extreme wages. Employers were asked if their employees' wages were subject to collective bargaining or union agreement. Wage data reflect the following definitions:

New Hires, no experience

The wages of persons trained or untrained but with no paid experience in the occupation.

New Hires, experienced

The wages paid to journey-level or experienced persons just starting at the firm.

Experienced after three years

The wages generally paid to persons with three years journey-level experience at the firm.

Data collection was conducted in the summer of 2003, 2002 and 2001. The 2003 data reflect a minimum wage of \$6.75 per hour.

DEFINITIONS AND TERMINOLOGY

APPENDIX

The 2001 data reflect a minimum wage of \$6.25 per hour

Benefits surveyed include Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other (not shown).

Projections

The following standard terms describe the expected growth rate for all occupations within Golden Sierra's five county area. The growth rate for 2003 surveyed occupations was obtained from the 2001 through 2008 projections and was determined to be 30.5% (3.81% annually). Growth rates determined were from Projections and Planning Information, Golden Sierra Consortium, published by the State of California, EDD/LMID. Employment trends are subject to many unforeseen factors, and it is important not to overemphasize growth in an occupation. The growth rate terms are described as follows:

Much Faster Than Average

1.50 times average or more34.7%

Faster Than Average

1.10 to but not including 1.50 times average . 25.4% to 34.6%

Average

0.90 to but not including 1.10 times average . 20.8% to 25.3%

Slower than Average

0 to 0.90 times average 0.1% to 20.7%

Remain Stable Zero

Slow Decline Less than zero

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training. For 2003 and 2002, if there was insufficient projections data, not applicable (N/A) was reported.

Size of Occupation

This term is used to describe the size of a particular occupation as it relates to the

estimated total number of workers in the Golden Sierra area. Occupational size for this report is measured using the following scale:

2003 Size of Occupation

Small less than 316 workers
Medium 316 to 630 workers
Large 631 to 1366 workers
Very Large more than 1366 workers

2002 Size of Occupation

Small less than 256 workers
Medium 256 to 512 workers
Large 513 to 1109 workers
Very Large more than 1109 workers

2001 Size of Occupation

Small less than 267 workers
Medium 267 to 533 workers
Large 534 to 1156 workers
Very Large more than 1157 workers

Also shown are the percentages of males and females reported to be employed in this occupation.

Supply/Demand Assessment

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as follows:

Very Difficult

Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Qualified applicants encounter little competition in their job search.

Moderately Difficult

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Applicants encounter

DEFINITIONS AND TERMINOLOGY

APPENDIX

some competition in their job search.

Not Difficult

Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicant.

Hiring Methods surveyed include In-house Promotions or Transfers, Newspaper Ads, Internet, EDD, Walk-in Applicants, Colleges/Universities, School/Program Referrals, Union Hall Referrals, Employee Referrals, Private Employment Agencies, Trade Journals, and Other. Only the top three to four recruitment methods reported by employers were included.

Where the Jobs Are

Information on the major industries employing each occupation is based on the Golden Sierra "Projections for Employment" provided by EDD/LMID. The terms used in this section are taken from the Standard Industrial Classification (SIC) Manual. Usually, the top four or five industries are reported, in addition to the Other category. The Other category includes all the other industries too numerous to identify. When % n/a is reported, there was no method to determine the percentage each major industry employed.

Other Information

This section shows survey information regarding the shifts, hours worked, and any additional wage information from the employers responding to the survey. Other sources of information include CA Occupational Guide # from the 2002 edition of the California Occupational Guide and DOT Code # from the DOT.

Training and Experience

This section presents the percentages of employers surveyed who require work experience as a prerequisite for employment and accept training as a substitute for required experience.

Qualifications

Skills for the occupations in this report are grouped into three categories: Technical, Physical, and Personal. Information in this section was collected from the CCOIS Skills by Occupation Report. Skills for the Non-SOC Titles were taken from similar occupations.

Licensing

When licensing is required for an occupation, the requirements are included in the Qualifications section of the occupational summary.

Education

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Occupational Selection

A multi-step process was used to select the occupations for the 2003, 2002 and 2001 project.

To narrow the list of potential occupations to be surveyed, Golden Sierra and the Labor Market Information Division of the State of California established criteria which an occupation had to meet:

Training should be required for entry into the occupation.

Occupations should provide needed occupational information for potential users.

Occupations should be defined by the Occupational Employment Statistics and Standard Occupational Classification (SOC) system. Exceptions had to be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 2003, 2002 and 2001 surveys.

Definitions of Occupations

An occupation has a name or title and a description of the job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. Job Classifications are derived from the OES, SOC and DOT system developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these

occupational data sources comprehensive and economically useful. If an OES, DOT or SOC code definition does not describe an occupation accurately, the OES, SOC, DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Non-SOC Code or Modified DOT Code. The Non-SOC Code uses 9 digits instead of 6 digits as is used for a SOC Code. The last three digits of a Modified DOT Code are 998 or 999.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), utilizing the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of Labor Market Information Division, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Ideally, each occupation sample was assigned 40 active employers; however, some occupations had fewer. This sample was carefully reviewed by Golden Sierra staff, and employers were added and deleted as appropriate.

Questionnaire Development

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the

framework of questions to be asked. Critical questions were asked for all occupations.

Survey Procedures

Golden Sierra used the following survey procedures:

Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.

A cover letter introducing the survey, and a survey were then faxed or sent to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.

If an employer did not respond to the fax or mailing, Golden Sierra staff would follow-up with them to request their cooperation in this survey.

If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own

knowledge of local firms, yellow pages, local Chambers of Commerce, or local Economic Resource Council to add to the list.

All surveys were reviewed by the Golden Sierra staff for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.

To acquire additional information about the occupations, Golden Sierra contacted training providers and schools.

Tabulation and Results

The survey responses were entered into a database and tabulations were prepared. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.



Please return completed questionnaire to:
 Golden Sierra Job Training Agency
 117 New Mohawk, Ste. E Phone (530) 265-3201
 Nevada City, CA 95959 Fax: (530) 265-3520

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
Whom should we contact with any further questions?

Name: _____
 Positions: _____
 Phone: _____ Fax: _____

BOOKKEEPING, ACCOUNTING AND AUDITING CLERKS (433031)

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If **yes**, please complete this survey for the occupation described.

If **no**, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in your County.

1. What job title(s) does your firm use for these duties? _____

2a. How many employees does your firm currently have in this occupation? _____

2b. In this occupation, how many are: Male? _____ Female? _____

2c. In this occupation, how many current employees are there; and, on average, how many weekly hours do they work?

Regular, Full Time: _____ Average Weekly Hours Worked: _____

Regular, Part Time: _____ Average Weekly Hours Worked: _____

Temporary/On Call: _____ Average Weekly Hours Worked: _____

Seasonal: _____ Average Weekly Hours Worked: _____

3. In your firm, what shifts are available for this occupation? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): _____

4. **Has your firm hired in this occupation within the last 12 months?** ☐ Yes ☐ No

If yes, How many were hired to fill vacancies resulting from promotions within your firm? _____

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____

How many were hired to fill new permanent positions resulting from growth? _____

How many were hired to fill temporary, on call or seasonal positions? _____

5a. During the last 12 months, did your firm's employment in this occupation: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience in this occupation required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience in this occupation is required/preferred? _____ (months)

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: _____ months _____

7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants.

(Circle one) Not Difficult 1 2 3 4 Difficult

8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants.

(Circle one) Not Difficult 1 2 3 4 Difficult

9. Does your firm accept training as a substitute for experience in this occupation? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? _____ (months)

10. Is technical or vocational training required prior to employment in this occupation?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? _____ months _____

11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).

- ☐ Less than high school diploma ☐ High school diploma or equivalent
☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

12a. What is the usual income earned by your firm's employees in this occupation at the following levels of skill and experience?

Base Wage or Salary

New hires, no experience (trained or untrained): \$ _____
 New hires who are experienced: \$ _____
 Experienced employees after 3 years: \$ _____
Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year
 If yearly, is salary based on a 52-week year? ☐ Yes ☐ No If no, indicate days, weeks, or months worked per year. _____
 If yearly, is salary based on a 40-hour week? ☐ Yes ☐ No If no, how many hours per week is the salary based on? _____ hours

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

New hires, no experience (trained or untrained): \$ _____
 New hires who are experienced: \$ _____
 Experienced employees after 3 years: \$ _____
Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year
Type of Compensation: ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify): _____

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? _____

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees in this occupation to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

15b. What skills are important for career advancement?

16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Check all that apply)

- ☐ None ☐ Word Processing ☐ Spreadsheet ☐ Database ☐ Desktop Publishing ☐ Other (Please specify): _____
 Specify Software _____

17. What other new skills are needed to perform the duties of this occupation? (Please include any that are not listed in question 21)

18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

- ☐ In-house promotions or transfers ☐ Newspaper ads ☐ Internet
☐ EDD ☐ Walk-in applicants ☐ Colleges/Universities
☐ School/program referrals ☐ Union hall referrals ☐ Employee referrals
☐ Private employment agencies ☐ Trade journals ☐ Other (Please specify): _____

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: _____

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

Thank you for your cooperation

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PREVIOUSLY SURVEYED OCCUPATIONS

SURVEYED 1990 - 2003

Accountants and Auditors - 93, 98, 02
Adult Literacy, Remedial Education, and GED
Teachers and Instructors - 03
Animal Health Technicians - 96, 00
Appraisers - Real Estate - 95
Assemblers and Fabricators - 93, 96
Automotive Body Repairers - 92, 96, 00
Automotive Mechanics - 92, 96, 00
Bakers - Bread and Pastry - 92, 97, 02
Bartenders - 92, 96
Billing, Cost & Rate Clerks - 96
Biological Technicians - 03
Bookkeeping, Accounting and Auditing Clerks - 90,
94, 98, 03
Bus, Truck and Diesel Engine Specialists - 93, 02
Butchers and Meat Cutters - 93
Cabinetmakers and Bench Carpenters - 90
Call Center Workers - 01
Carpenters - 90, 93, 98
Cashiers - 91, 95, 99
Child Care Workers - 90, 94, 98
Clergy - 98
Computer Aided Design Technicians - 96, 00
Computer-Controlled Machine Tool Operators, Metal
and Plastic - 03
Computer Engineers - 97
Computer Graphics Specialists - 00
Computer Operators - Except Peripheral Equip. - 90
Computer Programmers, Including Aides - 00
Computer Support Specialists - 97, 01
Concrete and Terrazzo Finishers - 93
Construction Managers - 94, 02
Cooks - Restaurants - 90, 95, 99
Cooks - Short Order - 94, 98, 02
Cooks - Specialty Fast Food - 00
Correctional Officers and Jailers - 03
Counter and Rental Clerks - 94, 99
Court Reporters - 03
Customer Service Representatives - 00
Database Administrators - 01
Data Entry Keyers - 91

Data Processing Equipment Repairers - 98
Dental Assistants - 95, 98
Dental Hygienists - 92, 96, 01
Dental Lab Technicians, Precision - 94
Desktop Publishing - 90, 98
Dieticians and Nutritionists - 02
Dispatchers, Except Police, Fire, and Ambulance - 03
Drafters - 91
Driver/Sales Workers - 98, 03
Drug and Alcohol Counselors - 02
Drywall Installers - 91
Electrical/Electronic Engineering Techs. - 90, 93, 96
Electrical and Electronic Assemblers - 93, 97, 01
Electricians - 92, 96, 03
Electronic and Electrical Engineers - 91
Electronic Home Entertainment Equip. Repairers - 90
Emergency Medical Technicians/Paramedics - 91, 02
Excavating and Loading Machine Operators - 97
Financial Managers - 93, 98
Firefighters - 92, 97, 03
First Line Supervisors - 97
Forklift Operators - 99
Food Preparation Workers - 92, 96
Food Service Managers - 93, 97, 03
Gardeners, Groundskeepers - Except Farm - 95
General Office Clerks - 91, 95, 99
Guards and Watch Guards - 93, 02
Hairdressers, Hair Stylists and Cosmetologists - 91, 03
Heating/Refrig./Air Conditioning Mech. - 92, 98
Home Health Aides - 92, 95, 99, 03
Hotel Desk Clerks - 90, 97, 01
Housekeeping Supervisors - 03
Human Service Workers - 94, 00
Instructional Aides - 92, 96, 00
Instructors & Coaches - Sports & Physical Trng. - 95
Internet Web Site Designers/Developers - 99
Interior Designers - 97
Janitors and Cleaners - Except Maids - 91, 95, 99
Laborers, Landscaping & Groundskeeping - 91, 98
LAN/WAN Network Managers - 97
Laundry and Dry Cleaning Machine Operators - 95

PREVIOUSLY SURVEYED OCCUPATIONS

SURVEYED 1990 - 2003

Legal Secretaries - 93, 97	Radiological Technologists, Diagnostic - 94
Licensed Vocational Nurses - 90, 95, 99	Receptionists and Information Clerks - 96, 91, 00
Loan and Credit Clerks - 92, 00	Registered Nurses - 92, 97, 01
Loan Officers and Counselors - 93, 98, 03	Residential Counselors - 02
Lodging Managers - 94, 98, 02	Roofers - 94, 03
Machinists - 90, 94, 99	Sales Agents and Placers - Insurance - 98
Maids and Housekeeping Cleaners - 91, 99	Sales Agents - Selected Business Services - 99
Maintenance Repairers, General Utility - 90, 99	Sales Persons - Retail - 90, 96, 01
Managers, Retail Store - 00	Sales Persons - Parts - 95
Marketing, Ad. & Public Relations Mgrs. - 94, 01	Sawing Machine Operators and Tenders - 90
Massage Therapists - 02	Secretaries, General - 90, 93, 98, 02
Medical and Clinical Lab Assistants - 99	Sheet Metal Workers - 94, 02
Medical and Clinical Lab Technicians - 93	Sheriffs and Deputy Sheriffs - 01
Medical Assistants - 90, 93, 97	Ski Lift Mechanics - 90
Medical Secretaries - 91	Social Workers - Except Medical & Psychiatric - 99
Network and Computer Systems Administrators - 03	Software Engineers - 99
Network Control Technicians - 00	State Highway Police Officers - 01
Nurse Practitioners - 00	Stock Clerks - Sales Floor - 92, 96
Nursery Workers - 94, 97	Stock Clerks - Stockroom, Warehouse, Storage Yard - 99
Nurse's Aides - 91, 94, 98, 03	Surveyors - 98
Occupational Therapists - 02	Systems Analysts - 94, 01
Office Managers - 01	Teachers, Preschool - 91, 96, 01
Operating Engineers - 94	Teachers - Elementary - 92, 97, 01
Optometric Assistants - 97, 01	Teachers - Secondary - 92, 97, 01
Painters and Paperhangers - 90	Teachers - Special Education - 96, 00
Paralegal Personnel - 91, 95, 99	Team Assemblers - 03
Personnel Managers - 01	Telecommunications Technicians - 02
Personnel, Training, Labor Relations Specialists - 95	Tellers - 91, 95, 99
Pest Controllers and Assistants - 95	Tire Repairers & Changers - 94
Pharmacy Technicians - 95, 00	Title Examiners and Abstractors - 93
Physical Therapist Aides - 96	Traffic, Shipping and Receiving Clerks - 92, 97, 01
Physical Therapist Assistants - 96	Travel Agents - 92
Physical Therapists - 94, 99	Truck Drivers, Heavy or Tractor Trailer - 90, 98, 02
Physicians' Assistants - 00	Truck Drivers - Light - 91, 95, 00
Plumbers, Pipefitters, and Steamfitters - 02	Typists, Word Processors - 90
Police Patrol Officers - 94, 01	Underwriters - 95
Precision Assemblers - Electronic/Electrical Repair - 90	Veterinarians and Veterinary Inspectors - 93
Printing Press Operators and Tenders - 95	Waiters and Waitresses - 93, 96, 00
Probation Officers and Correctional Treatment Specialists - 03	Welders and Cutters - 92, 97, 02
Property and Real Estate Managers - 93	Welfare and Eligibility Workers & Interviewers - 92
Radiologic Technologists - 02	

LABOR MARKET INFORMATION PROGRAM

The California Cooperative Occupational Information System (CCOIS) is a partnership of state and local agencies that produce regional occupational and labor market information. It is a statewide program that is operational at 29 agency sites, representing 58 counties throughout California. These agencies, referred to as Local Partners, produce Occupational Reports similar to this report. The list begins with the agencies that are made up of groups of counties that produce Occupational Reports.

Alpine, El Dorado, Nevada, Placer, Sierra Counties

Golden Sierra Job Training Agency
117 New Mohawk, Ste. E
Nevada City, CA 95959
(530) 265-3201

Amador, Calaveras, Mariposa, and Tuolumne Counties

Mother Lode Job Training
19900 Cedar Road North
Sonora, CA 95370
(209) 532-2820

Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, Trinity Counties

NoRTEC
78 Table Mountain Blvd., #156
Oroville, CA 95695
(530) 538-5378

Colusa, Glenn, Lake, Sutter, Yuba Counties

North Central Counties Consortium
1215 Plumas Street, Ste. 1800
Yuba City, CA 95991
(530) 898-7020

Kern, Inyo, Mono Counties

Employers' Training Resource
2001 28th Street
Bakersfield, CA 93301
(661) 336-6974

Marin, Napa, Solano, Sonoma Counties

North Bay Employment Connection
1700 Second Street, Ste. 378
Napa, CA 94559
(707) 259-5917

Monterey, San Benito, Santa Cruz Counties

Monterey Bay Workforce Investment Board
730 La Guardia Street
Salinas, CA 93905
(831) 796-3303

Sacramento, Yolo Counties

Sacramento Employment & Training Agency
925 Del Paso Blvd.
Sacramento, CA 95815
(916) 263-3893

Santa Clara, San Mateo Counties

NOVA Workforce Investment Board
505 W. Olive, Ste. 550
Sunnyvale, CA 94086
(408) 730-7833

Contra Costa County

Workforce Dev. Board of Contra Costa County
2425 Bisso Lane, Ste. 100
Concord, CA 94520
(925) 646-5023

Fresno County

Fresno County Workforce Investment Board
2035 Tulare Street, Ste. 203
Fresno, CA 93721
(559) 490-7174

Humboldt County

Humboldt County Employment Training Div.
930 Sixth Street
Eureka, CA 95501
(707) 441-4664

Imperial County

Workforce Investment Board of Imperial County
Bldg. 2695 S. 4th Street
El Centro, CA 92243
(760) 336-4074

Kings County

Kings County Job Training Agency
120 North Irwin Street
Hanford, CA 93230
(760) 585-4727

LOCAL PARTNERS

Los Angeles County

City of Long Beach, Workforce
Development Bureau
3447 Atlantic Avenue
Long Beach, CA 90807
(562) 570-3762

Madera County

Madera County Workforce Development Office
209 East 7th Street
Madera, CA 93638
(559) 662-4600

Mendocino County

Mendocino County Private Industry Council
631 S. Orchard Avenue
Ukiah, CA 95482
(707) 467-5912

Merced County

Merced County Dept. of Workforce Development
1880 W. Wardrobe Avenue
Merced, CA 95340
(209) 724-2152

Orange County

Orange County Workforce Investment Board
1300 South Grand Ave., Bldg. B, 3rd Floor
Santa Ana, CA 92705
(714) 567-7414

Riverside County

Riverside County Economic Dev. Agency
1151 Spruce Street
Riverside, CA 92507
(909) 955-1029

San Bernardino County

County of San Bernardino
Jobs & Employment Service Department
215 North D Street, Ste. 201
San Bernardino, CA 92415
(909) 381-7949

San Diego County

San Diego Workforce Partnership
1551 4th Avenue, Ste. 600
San Diego, CA 92101
(619) 744-0356

San Francisco County

Private Industry Council of San Francisco
1650 Mission Street, # 300
San Francisco, CA 94103
(415) 431-8700

San Joaquin County

San Joaquin Employment & Economic Dev.
Department
850 N. Hunter Street
Stockton, CA 95202
(209) 468-3533

San Luis Obispo County

San Luis Obispo Private Industry Council
4111 Broad Street, Ste. A
San Luis Obispo, CA 93401
(805) 788-2616

Shasta County

Shasta County Private Industry Council
1201 Placer Street
Redding, CA 96001
(530) 245-1570

Stanislaus County

Stanislaus County Department of
Employment & Training
P.O. Box 3389
Modesto, CA 95353
(209) 558-2107

Tulare County

Tulare County Workforce Investment
Department
4025 West Noble Ave., Ste. A
Visalia, CA 93277
(559) 713-5234

Ventura County

County of Ventura, Workforce Administration
505 Poli Street
Ventura, CA 93001
(805) 652-7892

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